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ABSTRACT

Project SPECIAL was undertaken as a pilot test of the application of computer/communications technology to problems in special education information management. The objective of the project was to create a prototype county-wide system for special education administrators at the local, county, and state levels. The system was intended to meet the needs of these administrators to maintain accurate information about special education regulations, and provide timely, accurate status reporting as required by state and federal legislation with minimal use of local district staff time. The report evaluates the information management system developed through the project by first placing the system within the context of the larger project and then discussing the content and functioning of the system itself. The evaluation is from a formative perspective and recommendations are offered for improving the project system. The majority of the document consists of the appendices, which contain a district system user's guide, as well as a county/state system user's guide for Project SPECIAL. (PN)

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PROJECT SPECIAL:
SYSTEM EVALUATION REPORT

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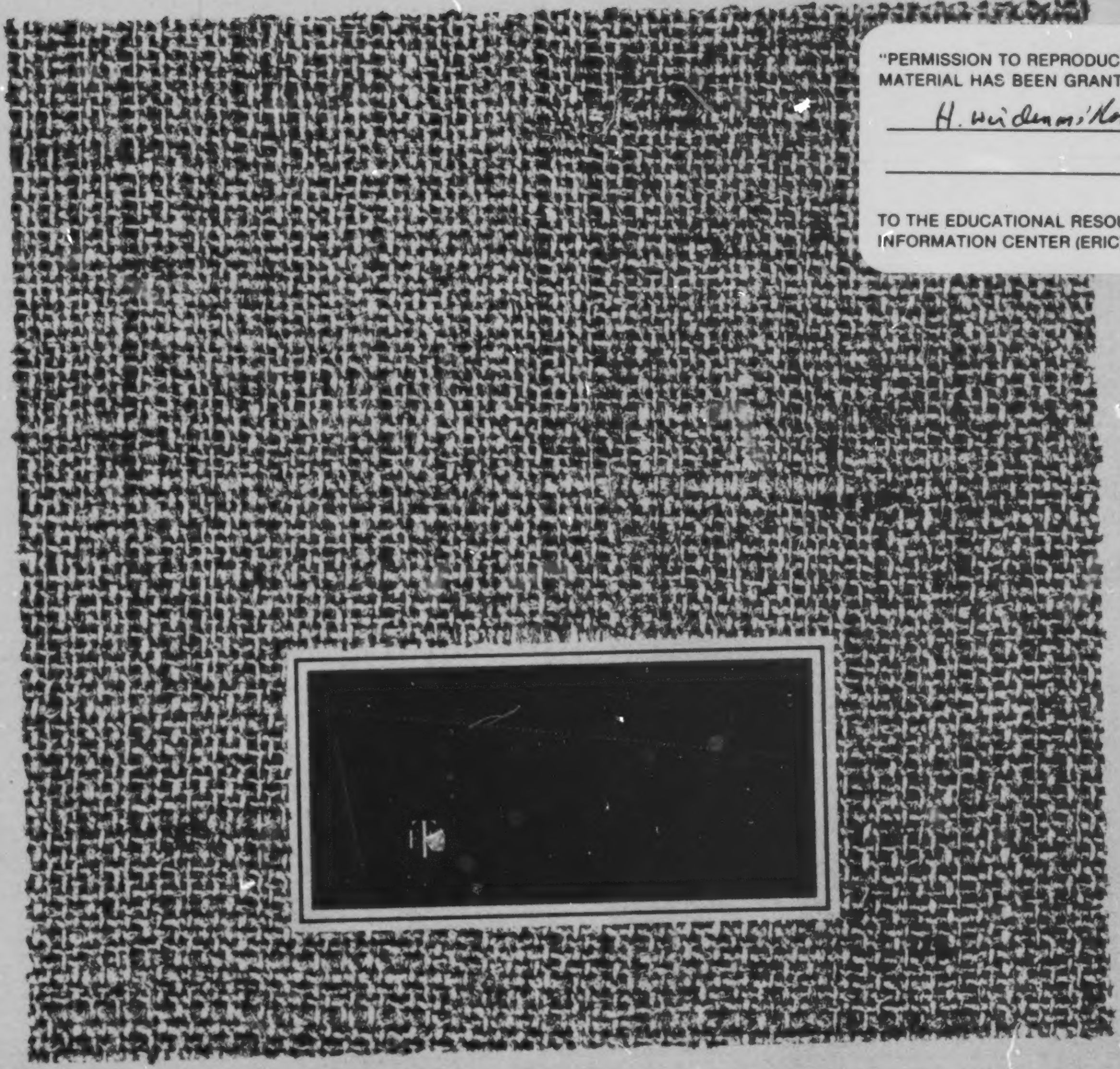

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Project SPECIAL: System Evaluation Report

Submitted to:

New Jersey Department of Education
Bureau of Special Education
and Pupil Personnel Services

Submitted by:

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A free appropriate public education is guaranteed to all handicapped children in the State of New Jersey by Chapter 28 of the State Administrative Code as well as by federal education legislation. Services mandated by these regulations include comprehensive preplacement evaluation, placement in the least restrictive environment, the development and annual review of individualized education programs, and a complex set of due process procedures designed to ensure parental involvement in the educational decision-making process.

Effective management of this wide array of services is dependent at all levels upon the availability of accurate and timely program information. This information is needed for such purposes as compliance monitoring, applying for entitlement monies, projecting future resource needs, and managing the day-to-day functions of an education agency. At the local education agency (LEA) level, these information requirements translate into such matters as knowing the number and names of children waiting for preplacement evaluation, the number and names of children whose three-year reevaluations are coming due, the proportion of minority children being referred and classified, and the number of children receiving services. Much of this information, besides being used for program management, must be aggregated and regularly reported to the New Jersey Department of Education for funding and compliance purposes.

The collection, maintenance, and analysis of this data at the LEA level is a complex and difficult undertaking. Producing the mandated reports as well as managing routine program data functions are costly in terms of time, the additional burden placed on what in many cases is an already overburdened staff, and, most important, the attention diverted from the direct delivery of services to children.

Manual information-gathering and analysis is problematic for local districts and becomes an almost impossible task for County Directors of Child Study (to whom LEA directors report) and Department of Education officials. At the state level, data are analyzed and reported by more than 600 school districts, with unavoidable reporting delays rendering the information much less useful than would be the case if the reports could be produced on a timely basis.

The obvious solution to these problems is the application of computer/communications technology to this information management process. A properly designed and implemented information management system would allow local districts to capture and maintain the critical pupil information needed for their operations, and county and state-level offices could access the appropriate data from the districts as needed on a computer-to-computer basis. Local district staff would not need to spend time remanipulating their data to prepare reports manually for the county and state offices. Both the production and review of voluminous paper reports could be dramatically reduced at all levels in the state.

While the benefits of such a system to the local districts appear most obvious, it is likely that there would be significant benefits on the county and state administrative levels as well. Problems now caused by a lack of timely, accurate information could be substantially reduced.

Project SPECIAL, a collaborative effort of the New Jersey Department of Education, the school districts of Mercer County, and Educational Testing Service (ETS) was undertaken as a pilot test of the application of computer/communications technology to problems in special education information management. This report evaluates the information management system developed through Project SPECIAL by first placing the system within the context of the larger project and then discussing the content and functioning of the system itself.

Systems Development Approach

The objective of Project SPECIAL was to create a prototype county-wide system for special education administrators at the local, county, and state levels. The system was intended to meet the needs of these administrators to maintain accurate information about special education pupils and their programs, monitor local district compliance with special education regulations, and provide timely, accurate status reporting as required by state and federal legislation and regulation with minimal use of local district staff time.

The New Jersey Department of Education could achieve the objective set for Project SPECIAL in a number of ways. The state could, for example, totally finance the development and implementation of such a system and mandate its use. This kind of approach, however, has been tried in a number of states and found to be a time-consuming, expensive, and often less-than-satisfactory proposition from all points of view. Therefore, a collaborative approach to systems development was chosen for Project SPECIAL that would prove attractive to all parties. First, all participants were required to shoulder some of the responsibility associated with carrying out the project. The New Jersey Department of Education agreed to contribute the cost of computer equipment for each of the 11 Mercer County districts participating in the pilot. ETS donated the cost of developing the computer programs that compose the SPECIAL system, and the districts themselves assumed the cost of supplies as well as the time and effort necessary to test the system.

The second unique aspect of the developmental approach was to design the SPECIAL system first and foremost to meet the information-processing requirements of the local districts. This was done in order to encourage district administrators to use the system. Unless these administrators used the system to its fullest, accurate data could not be drawn from the system for county and state reporting purposes.

The technical approach used to address the information processing needs of local districts through Project SPECIAL is known as distributed data processing. In this model, substantial computing power is provided to the local district so that its data can be locally stored and manipulated as needed without incurring expensive telephone line charges. At the same time, this model provides a generalized communications facility so that, when needed, aggregate data for reporting purposes can be transmitted through dial-up telephone lines, thereby minimizing telecommunication costs.

The distributed data processing approach was chosen rather than the traditional network and stand-alone microprocessing approaches because it overcomes problems inherent in both of those methods. In the traditional network approach, a large mainframe computer is housed at a central location, and district users access the computer by establishing continuous telephone communication links. Because of the significant amount of telephone communication required, telephone charges can become prohibitive. In addition, the need to physically house confidental district data off-site is unattractive to most local school officials.

In the stand-alone microprocessing model, each district uses its own microcomputer. Information is exchanged between districts and county and state offices by sending floppy disks, on which computer information is stored, through the mail. Though this approach is economical, it does not take advantage of the state-of-the-art technology that permits information to be transmitted from one computer to another on an as-needed basis over the telephone lines.

System Evaluation

The Project SPECIAL system has been in operation since October 1982, a minimal period of time given the large amount of pupil data to be entered into the system by each district. Because district, county, and state staff will need many more months to become fully comfortable with the system, a summative evaluation of the system is neither appropriate nor feasible at this time. This section will, therefore, approach the question of evaluation from a formative perspective, describing the system's content and functioning and, in the process, offering recommendations for improving the SPECIAL system and for those undertaking similar development efforts.

Content

The content of an information management system such as Project SPECIAL can be defined to include the set of functions that the system performs. The set of functions performed by the Project SPECIAL system is fully described in the Project SPECIAL District System User's Guide (see Appendix A) and in the Project SPECIAL County/State System User's Guide (see Appendix B).

Briefly, the district system consists of three major components: Pupil Maintenance, Ad Hoc Inquiry, and Required Reporting. The Pupil Maintenance component allows individual student record information to be stored and manipulated. Associated with this component are a number of peripheral programs designed to enhance the operation of Pupil Maintenance. These peripheral programs include: Class File Maintenance, Log File, Default Specification, and Free Field Maintenance. The second major component of the district system, Ad Hoc Inquiry, allows the user to ask questions about all or part of the aggregated pupil data base. Mailing labels can also be produced through this facility. Required Reporting, the last component of the district system, compiles, prints, and prepares for transmission selected reports required by county, state, and federal offices.

The county/state system consists of a Required Reporting component that prints reports received from the districts and also summarizes selected reports.

The content of the Project SPECIAL system was the result of a process of successive refinements. The general scope of the system was derived through discussions with state officials and local district special service administrators, which led to the initial outline documented in the Project SPECIAL proposal submitted by ETS to the New Jersey Department of Education dated September 21, 1981. Upon acceptance of the proposal, ETS staff began a series of visits, starting on February 16, 1982, to each of the 11 participating school districts, the County Office of Education, and the Department of Education offices in Trenton. These meetings resulted in further design refinements, which, in turn, were discussed and modified through additional group sessions with district special education administrators. Finally, the actual programming of the system suggested design modifications that again influenced the final shape of the system.

The result of this iterative process of system design is a product that, understandably, differs from the one outlined in the initial proposal. The system as it now stands includes some items not in the proposal and omits others that were specifically mentioned. For example, district visits revealed considerable variation in the information each district wished to record. This variation created a need to modify the original design to include a Free-Field capability that would allow districts to customize the Project SPECIAL system to their own needs.

Discussions with district directors also indicated that some information remained constant across most students (e.g., in some districts almost all students have English as their primary language). It would therefore be unnecessarily time-consuming to re-enter this information in all pupil records. This fact resulted in adding to the original design a Default Specification facility that permits common information to be entered once and then copied to all subsequent student records.

Other additions to the original system design described in the Project SPECIAL proposal that were made as a result of the iterative process described above include a Log File, which documents changes made to individual student records; Multi-Terminal Capability, which allows districts, within the technical limitations of the Datapoint 8200, to concurrently access the SPECIAL system from more than one console; and a District User's Guide, which provides extensive documentation on how the system is to be used.

Among the original design items not present in the current system are Parent Notice, Special Education Census, Application for State School Aid (ASSA), and End-of-Year Report functions. The Parent Notice component was eliminated from the design because most districts purchased word processing, which could be used to efficiently generate parent notices. Also, the directors preferred that ETS use the limited resources it had available for such project extras as Free Field and Default Specification.

The situation surrounding the reporting functions is more complex. The reports currently used to monitor and reimburse districts for special services were not developed as a single, mutually supportive system but, instead, evolved independently of one another over a number of years according to the requirements of various state offices. As a result of this evolutionary process, the reports are open to conflicting interpretation and are in some instances inconsistent with each other. For example, school officials often differ in their interpretation of whether and how multihandicapped children are to be counted on the Annual Plan when placed in classes for nonmultihandicapped children. There are also differences on the issue of whether those classified as eligible for speech correction are subject to the 60-day evaluation time limit.

The inconsistencies inherent in the current reporting system also present major obstacles to automating the reporting process. For example, the deaf-blind classification is used to categorize children on the Annual Plan. This classification is not, however, used on the End-of-Year survey; here, deaf-blind children are counted as multihandicapped.

The inconsistencies and conflicting interpretations associated with the current reporting system make it difficult to specify a clear set of decision rules for programming the reports. Rather than attempting to program all reports and resolve these problems at one time, we decided, early in the project, to use an alternate approach. This was to tackle two of the simpler reports, the Monthly Notification Report and the Annual Plan, let these report programs be fully exercised by the district and state department, and resolve problems with them before going on to address the more complex issues raised by the remaining reports. To date, three reports have been completed--the Monthly Notification, Annual Plan, and End-of-Year Survey--with the first two currently undergoing county-wide testing. Work has recently begun on the two remaining reports, the Application for State School Aid and the Special Education Census.

Functioning

The functioning of the SPECIAL system has been carefully evaluated on an ongoing basis since the first programs were released in October 1982. Information on the system's functioning has been gathered by means of numerous phone calls to and from district, county, and state users, and through site visits. Through February 28, 1983, a total of 128 calls were recorded and 24 site visits to assess the functioning of the SPECIAL system were logged (See Appendix C.) Finally, ETS project staff have been present at all County Directors of Child Study meetings since October 1982 to respond to directors' suggestions about system operation.

These phone calls, visits, and meetings have (a) revealed functional problems, (b) indicated ways to make the system easier to use, and (c) suggested expanding the system to incorporate other information management functions.

Any new system of SPECIAL's size and complexity can be expected to have some functional problems. Those that have been discovered in SPECIAL have been corrected and incorporated into new releases of the system that have been distributed to the pilot districts at no cost. One problem warrants particular mention. Upon discovering that some pilot districts had purchased a terminal in addition to their basic hardware configuration, ETS staff attempted to enhance the SPECIAL system by allowing it to be accessed by two concurrent users. The success of this effort has been hampered by a variety of hardware incompatibilities that exist between the Datapoint 8200 terminal and the main 1550 microprocessor, which runs the SPECIAL system. Among other things, the 8200 does not support the same set of characters as the 1550, which results in the absence of highlighted system messages on the 8200 terminal. In addition, when both the 8200 and 1550 are being used simultaneously to add or update records, those records may get intermingled or lost. Finally, the same record can be inadvertently accessed and changed at two different terminals at the same time unless special precautions are taken.

ETS staff have worked many hours developing and testing software modifications to eliminate the functional problems of the 8200 terminal. Though districts using the terminal report that it is functioning adequately, we must caution districts about the possibility of data loss when concurrently updating or adding pupil records. We also urge others to take extreme care to evaluate the compatibility claims of hardware manufacturers.

Improvements to enhance the system's ease of use have been suggested by our own observations of those working with the system and by the users themselves. Four such improvements are an on-line Help facility, a Backup/Reformat facility, a mechanism to identify the fields that need to be completed to ensure that a pupil is considered for all state reports, and automatic system boot.

Those new to the system have to spend a fair amount of time shifting from the terminal to the User's Guide in order to learn to operate the system. An on-line Help facility could present critical instructions on the system's use on-screen, making the task of learning the system easier and making important instructions more accessible.

We have found that some users of Project SPECIAL have difficulty backing up their programs and data through the Datapoint copy and reformat utilities. These utilities are, unfortunately, oriented more toward the experienced computer user than the novice. Handling the backup and reformat functions through the SPECIAL system might, therefore, prove to be a useful enhancement to the system.

Some district users have also experienced difficulty identifying the fields in the pupil record that must be completed if that pupil is to be considered for inclusion in the state-mandated reports produced by SPECIAL. A decision not to complete the Program Implementation Date field will, for example, result in automatic exclusion from the Annual Plan. The program to produce that report checks to see that the pupil is being served in the current school year before considering that pupil for this funding report. Highlighting those fields associated with report inclusion might be one reasonable approach to making this aspect of the system easier to use.

A final convenience we have identified is automatic system boot. At present, those working with SPECIAL must enter a sequence of Datapoint Operating System commands before gaining access to the system. Bypassing the Datapoint commands and taking the user from power-up directly to SPECIAL would make for a more easily operated system.

Our contacts with school and state officials have also suggested a variety of extensions to Project SPECIAL. Among these are interdistrict resource sharing, by which districts would electronically share individual pupil records; a capability that would allow reports produced through the Ad Hoc facility to be custom formatted; an on-line objectives bank to facilitate producing individualized education programs (IEPs); and the addition of gifted/talented, compensatory education, and other student populations to the system.

Conclusion

This report presents a formative evaluation of the Project SPECIAL system. SPECIAL is a microcomputer-based software system primarily designed to facilitate information management and reporting for local school districts. The formative evaluation of SPECIAL focuses upon the system's content and its functioning.

The major points discussed with respect to system content include the fact that the process of designing an information system is an iterative one. Initial plans are modified as more is learned about the needs of users and as unanticipated technical considerations arise. Schools embarking on system development projects should expect and be open to changes in initial design conceptualizations if a workable final product is to result.

Three areas of the system's functioning are discussed in the report: functional problems, ways to make the system easier to use, and suggested system extensions. Under the heading of functional problems, we describe the difficulties arising from the incompatibility of the 8200 terminal and 1550 microprocessor, for which reason we urge districts to carefully and fully evaluate the compatibility claims of vendors. Suggestions are made that cover a range of modifications that would make SPECIAL more "user friendly." Among these modifications are an on-line Help facility and automatic system boot. Finally, as a result of extensive contact with users, various extensions of the system are suggested, including interdistrict resource sharing and an on-line objectives bank for producing IEPs.

Appendix A

PROJECT SPECIAL
DISTRICT SYSTEM USER'S GUIDE

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Pilot Version 1.2

November 1982

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PROJECT SPECIAL
SCOPE

The process of meeting the administrative requirements for special education students is currently a time-consuming manual effort on the part of many New Jersey school districts. The PROJECT SPECIAL System was developed to assist school districts in the state of New Jersey to meet these requirements.

Under this project, ETS has developed and implemented PROJECT SPECIAL, run on fourteen Datapoint 1550 microcomputers placed in the various school districts, the Mercer County Superintendent's office, and the State Department of Education office.

PROJECT SPECIAL captures relevant administrative information pertaining to special education pupils, producing State-required reports, ad-hoc reports unique to the needs of each district, and mailing labels to be used for correspondence; and aggregates the pupil information for computer transmission from each district to the County Superintendent's office, and from there to the State Department of Education office.

PROJECT SPECIAL has been developed as a "user-friendly" system for use by special education personnel who may have little or no knowledge of computers or data processing. While some of the terminology used by PROJECT SPECIAL is, of necessity, computer-oriented, the vast majority of it is taken from the special education vocabulary. This should facilitate your understanding of the techniques and procedures detailed in this Guide.

PROJECT SPECIAL
OVERVIEW

PROJECT SPECIAL has seven main components:

- Pupil Information Management
- Free Field Labeling
- Default Value Specifications
- Class File Management
- Required Reporting
- Ad Hoc
- Operating System Utilities

PUPIL INFORMATION MANAGEMENT is the ability of each district to electronically record and maintain the currency of information relevant to its special education pupils. Each district's pupil information is stored in the Pupil File on a diskette of a Datapoint 1550 microcomputer located at that district. Pupil information is available to authorized personnel (referred to from hereon as "users") both electronically, via the Datapoint's display terminal, and in printed form, via the Datapoint's printer.

Specifically, pupil information management consists of the following functions:

- Adding a new pupil's information to the computer
- Browsing, or displaying, a pupil's information without changing it
- Changing the information for a pupil already stored on the computer
- Deleting a pupil's information from the computer
- Printing a pupil's stored information
- Setting default values for information common to many pupils (keying common information into a master record to then be displayed in all future pupil records).

As pupils are added or deleted from the Pupil File and for each change made to a pupil's information, a "log" of each transaction is created. After approximately 50 such transactions have occurred or when you leave Pupil Maintenance, a log list will be printed. A sample of such a log listing is included near the end of this Guide.

Detailed instructions for performing these functions may be found in the "Pupil Information Management" sections, further on in this Guide.

FREE FIELD LABELING enhances the ability of each district to tailor the pupil data collection process to its own needs. That is, in addition to that pupil information which is commonly collected across all districts (e.g., address, telephone number, classification code, etc.), each district may collect other information specific to its own needs (e.g., test scores and dates, citizenship, projected graduation date, MBS exemption status, medical conditions, etc.). To achieve this flexibility, FREE FIELD areas have been saved in each pupil's computer record. Each district may use these areas to contain any information of their choosing. Initially, these areas have been identified by the label "FREE FIELD" or "FREE DATE". The free field labeling process permits each district to assign more meaningful labels to each of those free areas which it will use. Once a label has been assigned, that particular field should be used consistently from pupil to pupil so that the information contained in that field truly reflects the assigned label. Then, when a pupil's information is entered or displayed on the computer terminal, appropriate labeling of the corresponding information will provide maximum clarity. Any of the free field areas may thus be used as selection criteria for ad hoc.

Detailed instructions for labeling free field areas may be found in the "Free Field Labeling" Section, further on in this Guide.

DEFAULT VALUE SPECIFICATION allows each district to speed the initial keying of new pupils being added to the computer. By advance specification of "default values" for particular data items, those particular data items do not have to be keyed for the new pupil. To illustrate, if virtually all pupil contact telephone numbers are in the 609 area code, then "609" is an appropriate default value for the area code. Similarly, if the parents of most pupils live in a particular city, then using that city, state and zip code as defaults would greatly speed the keying process. If new pupils are being added who are all assigned to the same Child Study Team, then defaulting the names of the particular specialists would be another beneficial use of default values. Default values may be changed as often as necessary to meet the most common keying conditions at the time. Of course, when adding a new pupil whose information is inconsistent with the stated defaults, those default values may be overridden for this pupil.

Detailed instructions for specifying default values may be found in the "Setting Default Values" Section, further on in this Guide.

CLASS FILE MANAGEMENT is the ability of each district to electronically record and maintain the currency of information relevant to the special education classes which are reported on the Census. Class information is electronically available to authorized users via the Datapoint's display terminal.

Specifically, class file management consists of the following functions:
- o Adding a new class to the Class File
- o Displaying a class on the Class File without changing it
- o Changing a class which is already on the Class File
- o Deleting a class from the Class File
- o Printing the entire Class File

Detailed instructions for performing these functions may be found in the "Class File Management" sections, further on in this Guide.

REQUIRED REPORTING is the ability of each district's microcomputer to print, on request, facsimiles of the following State-required reports:

- Monthly Notification Report — Time Extensions Beyond 60 Days
- Annual Plan Table 1

Further, each of these reports may be electronically transmitted, via telephone communication, from the district's microcomputer to the County's microcomputer, and, in turn, from the County's microcomputer to the State's microcomputer.

Detailed instructions for printing and transmitting reports may be found in the "Required Reporting" sections of this Guide.

AD HOC, by enabling each district to select particular pupils to be printed on pupil lists unique to its own needs, provides the greatest possible management and planning tool. The wealth of information recorded for each student is collectively accessible, providing the basis from which the computer can select, tabulate, and print a list of pupils who meet district-specified criteria. Additionally, mailing labels to be used for correspondence may be printed for a selected group of pupils, all pupils, or a particular pupil.

To illustrate some of the possibilities, any of the following counts, lists, or mailing labels may be created on an ad hoc basis:

- Pupils who will be due for annual review during the next three months
- Pupils who are sent to other districts for their schooling
- Pupils who are classified EMR, by year of birth
- Pupils who are classified OH and are received on a shared-time basis
- Pupils who are on home instruction
- Pupils who have not yet been classified

Detailed instructions for performing any ad hoc function may be found in the "Ad Hoc" sections of this Guide.

The OPERATING SYSTEM UTILITIES are those computer functions provided by Datapoint which facilitate the smooth running of each district's microcomputer. These functions must be performed periodically to insure the efficient operation of PROJECT SPECIAL. These functions include:

- "Backing-up" the Pupil and Class Files.
  This entails making a copy of the diskette containing that information and storing the back-up diskette in a safe place. This facilitates "recovery" in the event that the original diskette is damaged. Having a back-up diskette also allows a district to use another district's microcomputer in the event that its own computer is temporarily unavailable.

- "Reformatting" the Pupil File after the addition of many new students to the File.
  Because of the way the computer inserts new students into the File, it is sometimes advantageous to rearrange, or reformat, the computer's file in order to reduce the amount of time it takes the computer to locate and display information.
- "Listing" the pupil records within the Pupil File.
  This enables you to obtain a list of all pupil records in the file in key sequence. The list may be displayed on the screen or printed.
- "Communicating" reports to the County Office.
  This facility allows the same reports which have been created in the districts to be electronically transmitted to the County office to be printed there.

Detailed instructions for performing any of the operating system utilities may be found in the "Operating System Utilities" sections, further on in this Guide.

SCREEN DESCRIPTIONS

There are twelve different screens, or terminal displays, in PROJECT SPECIAL. Sample screens are included at the end of this section for easy reference. These screens are:

1 - Primary Selection Menu Screen
2 - Pupil Information Management Menu Screen
3 - Pupil's Identifying Information Screen
4 - Pupil's Contact Information Screen
5 - Pupil's Process Information Screen
6 - Pupil's Evaluation Information Screen
7 - Pupil's Current Program Screen
8 - Free Field Labeling Screen
9 - Class File Menu Screen
10 - Class Record Screen
11 - Required Reporting Menu Screen
12 - Ad Hoc Screen

While this list of screens may look a bit overwhelming, each screen contains information which is logically related. Thus, when you want to key or display a particular kind of information, you can most often accomplish this by viewing only one or two screens.

The PRIMARY SELECTION MENU SCREEN is the driving force behind PROJECT SPECIAL. As the first screen displayed in the system, it is used to select the particular component function to be performed next:

- Pupil Information Management
- Required Reporting
- Ad Hoc
- Class File Management
- Operating System Utilities
- Free Field Labeling

Once one of these component functions has been selected, other screens in the system will be displayed which will enable you to perform your tasks. When you have completed all your tasks for the selected component function, say added and changed several pupils, the PRIMARY SELECTION MENU SCREEN may be redisplayed so you can select another component function to be performed.

This screen is also the very last screen displayed in the system, after you have completed all your tasks.

The PUPIL INFORMATION MANAGEMENT MENU SCREEN is the driving force behind the Pupil Information Management function. It is the first screen displayed after you have selected the Pupil Information Management component function from the Primary Selection Menu Screen. It is used to select the particular pupil and the pupil information management function to be performed next:

- o Add a new pupil to the computer's Pupil File
- o Browse a pupil's stored information
- o Change a pupil's stored information
- o Delete a pupil from the computer's Pupil File
- o Print a pupil's stored information
- o Set default values for information common to many pupils

The PUPIL IDENTIFYING INFORMATION SCREEN contains the basic background information identifying the particular pupil. It also contains computer-tracking information (the date on which this pupil was first added to the computer and the date on which this pupil's information was last changed in the computer) which may prove helpful if you need to determine how long a particular pupil has been in the computer system or how recently changes may have been made to this pupil's stored information.

The CONTACT INFORMATION SCREEN contains information about the individuals who are responsible for the pupil or who may be contacted by telephone. It also contains FREE FIELD areas to be used strictly at the discretion of your district. Any rules or specifications for this information should be documented by someone in your district and included in this Guide.

The PROCESS INFORMATION SCREEN contains all the information relevant to the pupil's referral, classification and IEP process. It also contains some FREE FIELD areas.

The EVALUATION INFORMATION SCREEN contains all the information relevant to the pupil's most recent evaluation and some FREE FIELD areas.

The CURRENT PROGRAM SCREEN contains all the information relevant to the pupil's current program as well as one FREE FIELD.

The FREE FIELD LABELING SCREEN is displayed after you have selected the Free Field Labeling component from the Primary Selection Menu Screen. It lists all the free fields available on the various Pupil Screens and allows you to assigning meaningful labels to these free fields. These assigned labels will then be displayed on their appropriate Pupil Screens during Pupil Information Management.

The CLASS FILE MENU SCREEN is the first screen displayed after you have selected the Class File Management component function from the Primary Selection Menu Screen. It is used to select the particular class and class management function to be performed next:

- Add a class record
- Browse a class record
- Change a class record
- Delete a class record
- Print all class records

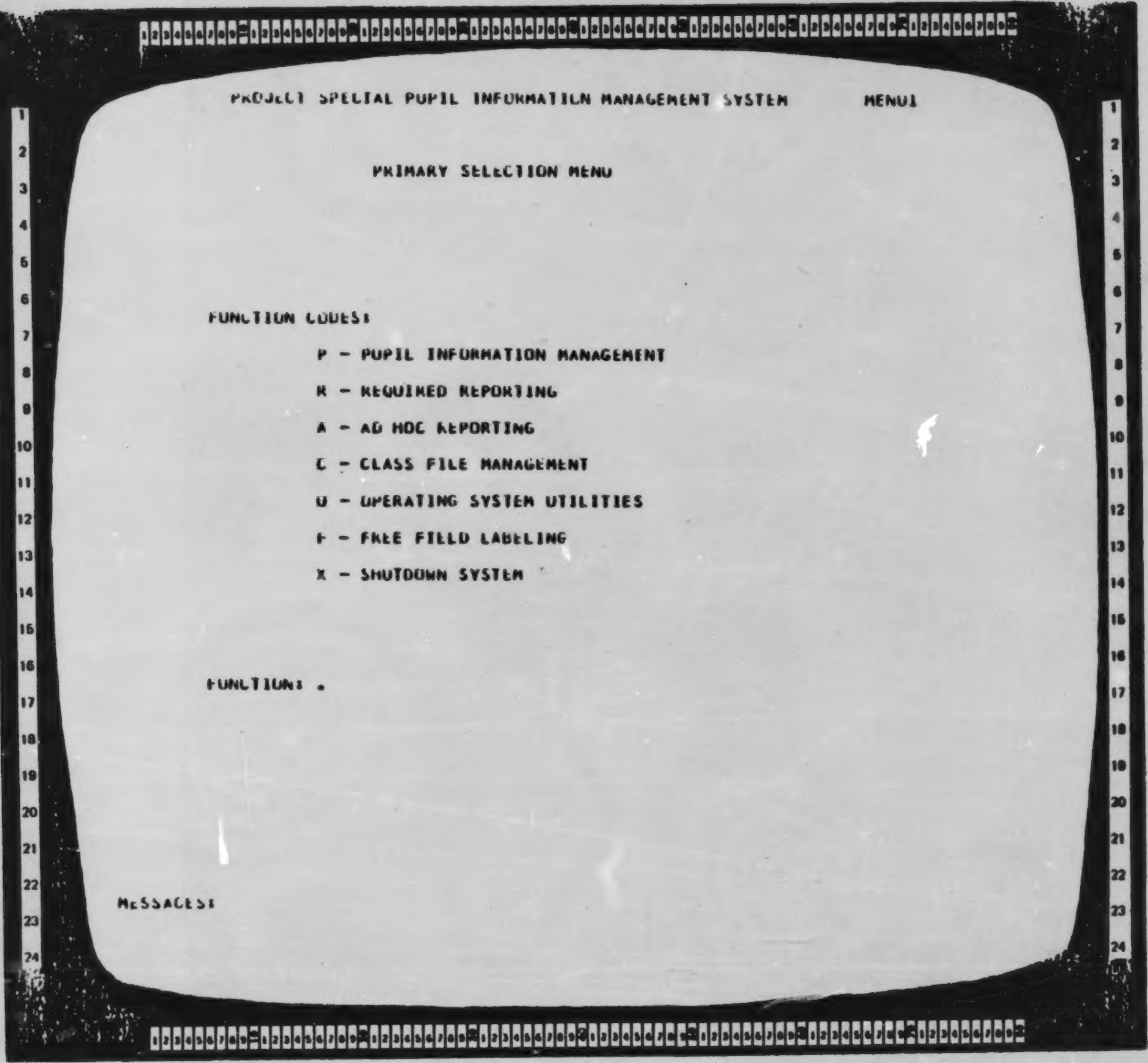
The CLASS RECORD SCREEN contains all relevant information pertaining to a particular class. There are sections for both in-district and out-of-district class information.

The REQUIRED REPORTING MENU SCREEN appears after you have selected the Required Reporting component function from the Primary Selection Menu Screen. It is used to select the particular required report to be printed and optionally transmitted to the County Office:

- Monthly Notification Report --Time Extensions Beyond 60 Days
- Annual Plan Table 1

The AD HOC SCREEN is the driving force behind the Ad Hoc function. It is displayed after you have selected the Ad Hoc component function from the Primary Selection Menu Screen. It is used to specify the criteria the computer will use to select and count pupils. It is then used to direct the computer to print pupil lists and/or mailing labels.

TERMINAL DISPLAY



```
PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM       MENU1


                    PRIMARY SELECTION MENU




FUNCTION CODES:
          P - PUPIL INFORMATION MANAGEMENT

          R - REQUIRED REPORTING

          A - AD HOC REPORTING

          C - CLASS FILE MANAGEMENT

          U - OPERATING SYSTEM UTILITIES

          F - FREE FIELD LABELING

          X - SHUTDOWN SYSTEM



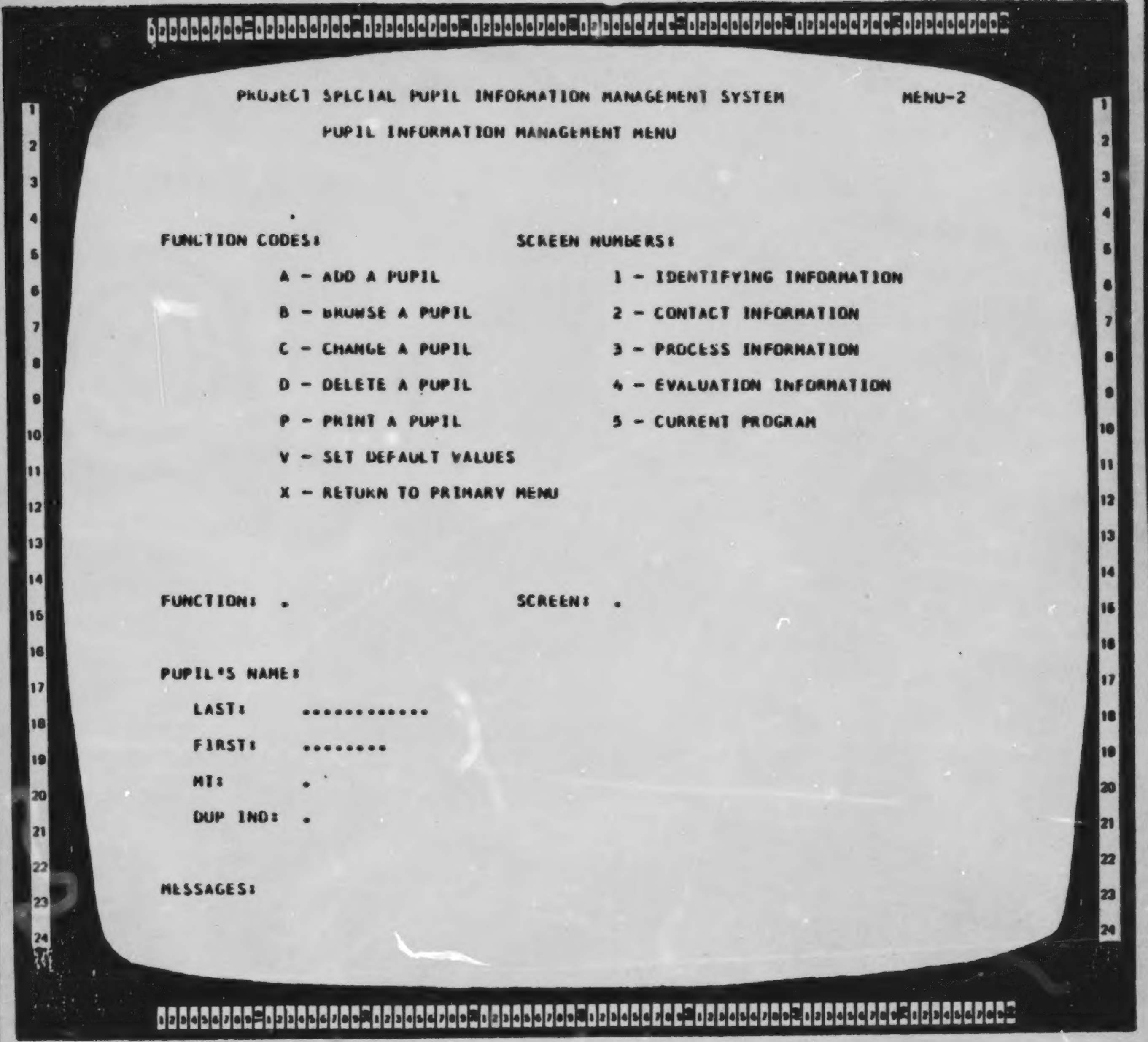
FUNCTION: .






MESSAGES:
```

TERMINAL DIS



```
     PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM          MENU-2
                 PUPIL INFORMATION MANAGEMENT MENU

FUNCTION CODES:                    SCREEN NUMBERS:

            A - ADD A PUPIL                  1 - IDENTIFYING INFORMATION

            B - BROWSE A PUPIL               2 - CONTACT INFORMATION

            C - CHANGE A PUPIL               3 - PROCESS INFORMATION

            D - DELETE A PUPIL               4 - EVALUATION INFORMATION

            P - PRINT A PUPIL                5 - CURRENT PROGRAM

            V - SET DEFAULT VALUES

            X - RETURN TO PRIMARY MENU



FUNCTION:   .                      SCREEN:   .


PUPIL'S NAME:

   LAST:       ............

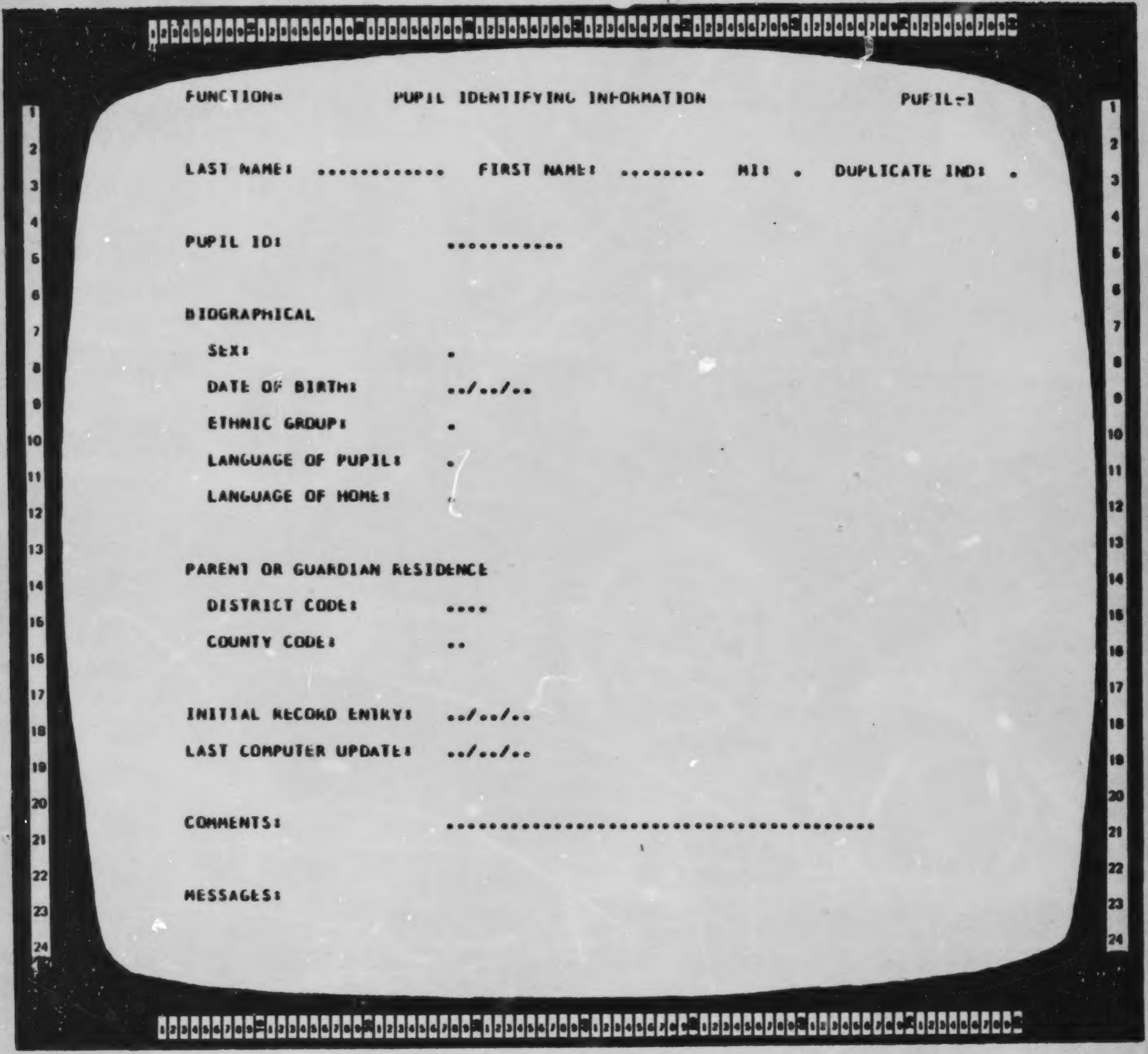
   FIRST:      ........

   MI:         .

   DUP IND:    .


MESSAGES:
```

TERMINAL DISP



```
FUNCTION=          PUPIL IDENTIFYING INFORMATION                   PUPIL-1

LAST NAME: ............   FIRST NAME: .........   MI: .   DUPLICATE IND: .

PUPIL ID:              ...........

BIOGRAPHICAL
  SEX:                 .
  DATE OF BIRTH:       ../../..
  ETHNIC GROUP:        .
  LANGUAGE OF PUPIL:   .
  LANGUAGE OF HOME:    .

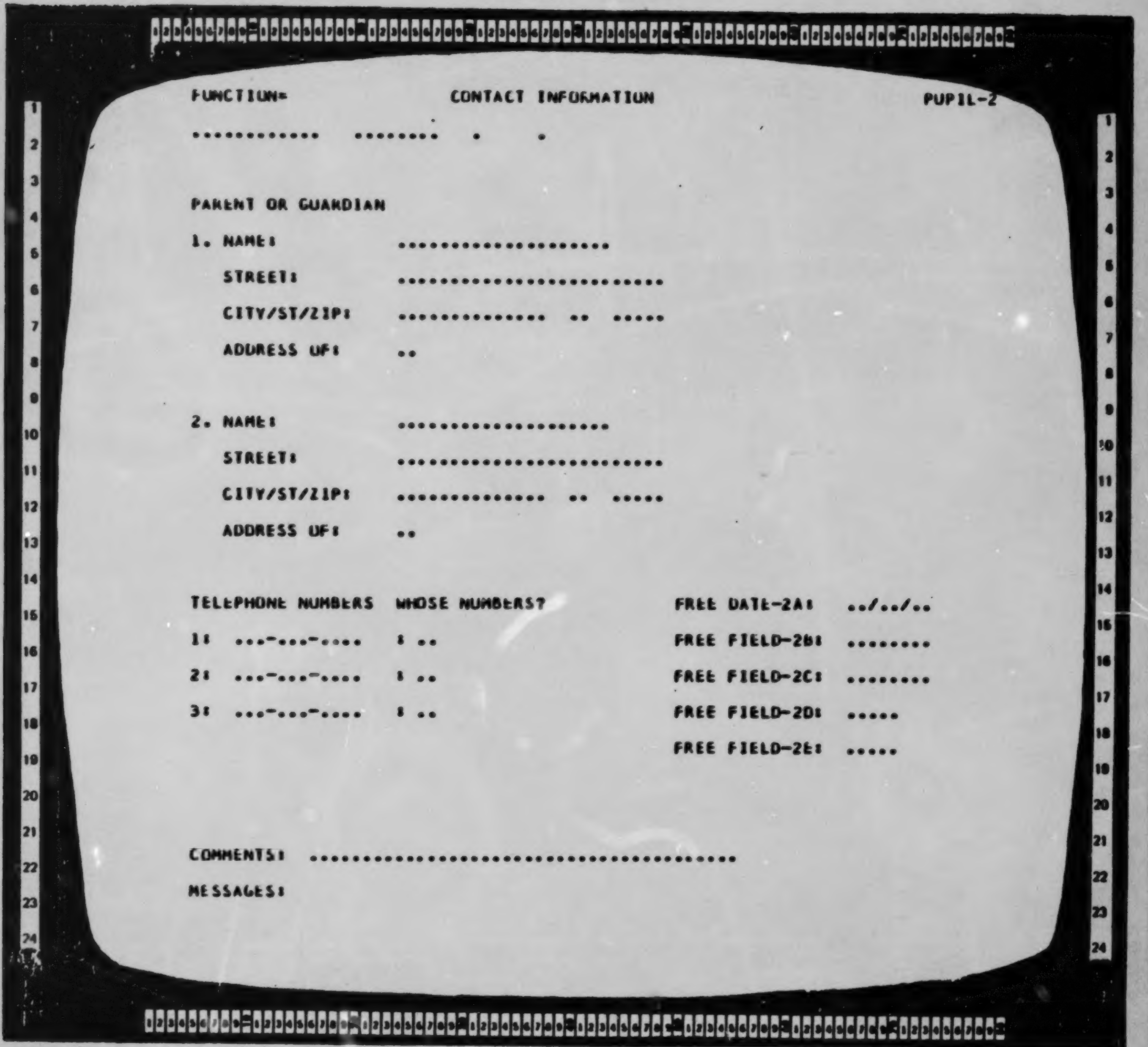
PARENT OR GUARDIAN RESIDENCE
  DISTRICT CODE:       ....
  COUNTY CODE:         ..

INITIAL RECORD ENTRY:  ../../..
LAST COMPUTER UPDATE:  ../../..

COMMENTS:              ........................................

MESSAGES:
```

TERMINA PLAY



```
FUNCTION=              CONTACT INFORMATION                            PUPIL-2
............   ........  .    .

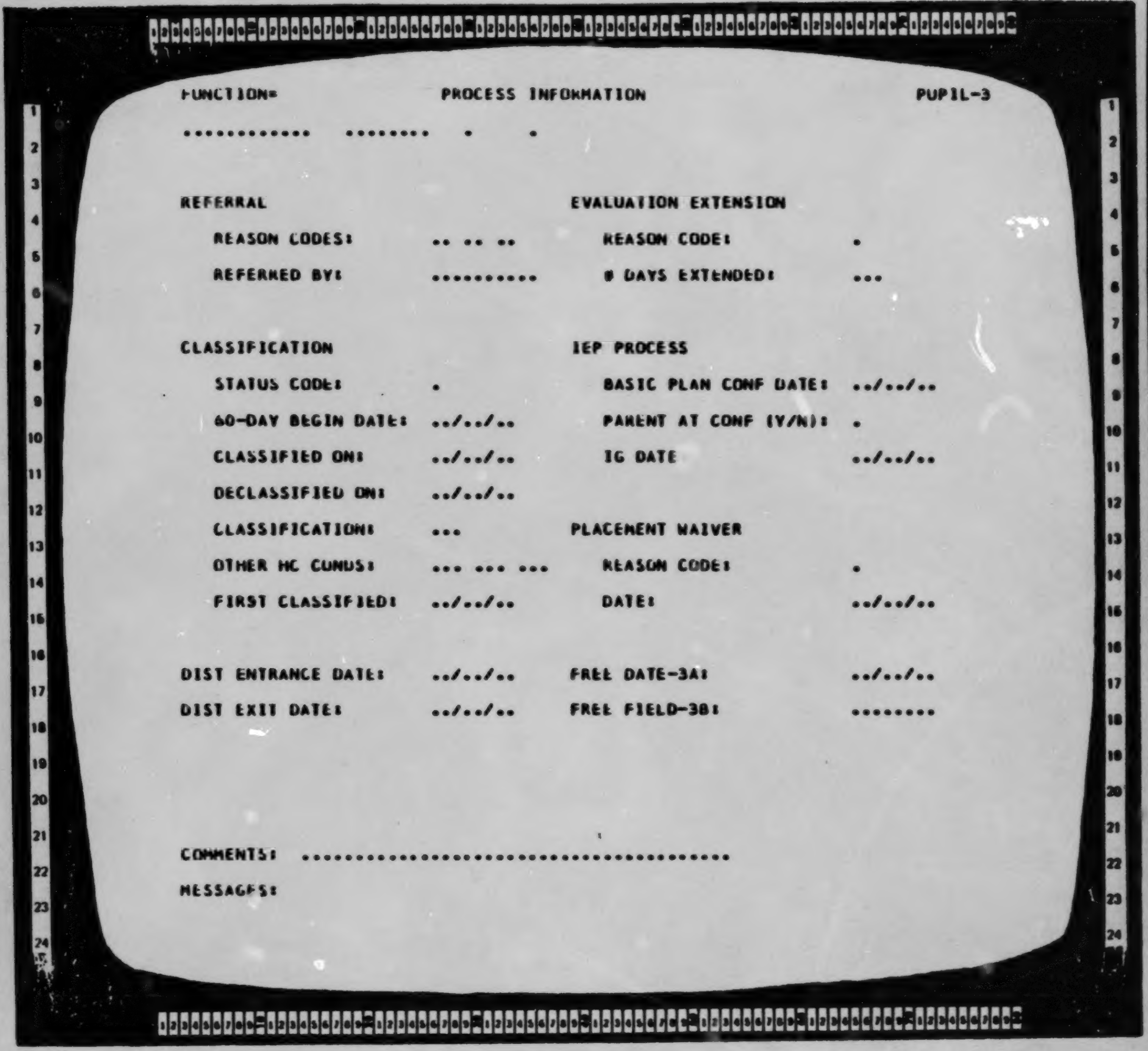
PARENT OR GUARDIAN
1. NAME:           ...................
   STREET:         ........................
   CITY/ST/ZIP:    .............  ..  .....
   ADDRESS OF:     ..

2. NAME:           ...................
   STREET:         ........................
   CITY/ST/ZIP:    .............  ..  .....
   ADDRESS OF:     ..

TELEPHONE NUMBERS  WHOSE NUMBERS?            FREE DATE-2A:    ../../..
1:  ...-...-....   : ..                      FREE FIELD-2B:   ........
2:  ...-...-....   : ..                      FREE FIELD-2C:   ........
3:  ...-...-....   : ..                      FREE FIELD-2D:   .....
                                             FREE FIELD-2E:   .....


COMMENTS:  ........................................
MESSAGES:
```

TERMINAL DISPLAY



```
FUNCTION=               PROCESS INFORMATION                          PUPIL-3

............   ........   .     .


REFERRAL                                  EVALUATION EXTENSION

   REASON CODES:          .. .. ..           REASON CODE:                 .

   REFERRED BY:           ..........         # DAYS EXTENDED:             ...


CLASSIFICATION                            IEP PROCESS

   STATUS CODE:           .                  BASIC PLAN CONF DATE:   ../../..

   60-DAY BEGIN DATE:     ../../..           PARENT AT CONF (Y/N):   .

   CLASSIFIED ON:         ../../..           IG DATE                 ../../..

   DECLASSIFIED ON:       ../../..

   CLASSIFICATION:        ...             PLACEMENT WAIVER

   OTHER HC CONDS:        ... ... ...        REASON CODE:            .

   FIRST CLASSIFIED:      ../../..           DATE:                   ../../..


DIST ENTRANCE DATE:       ../../..        FREE DATE-3A:              ../../..

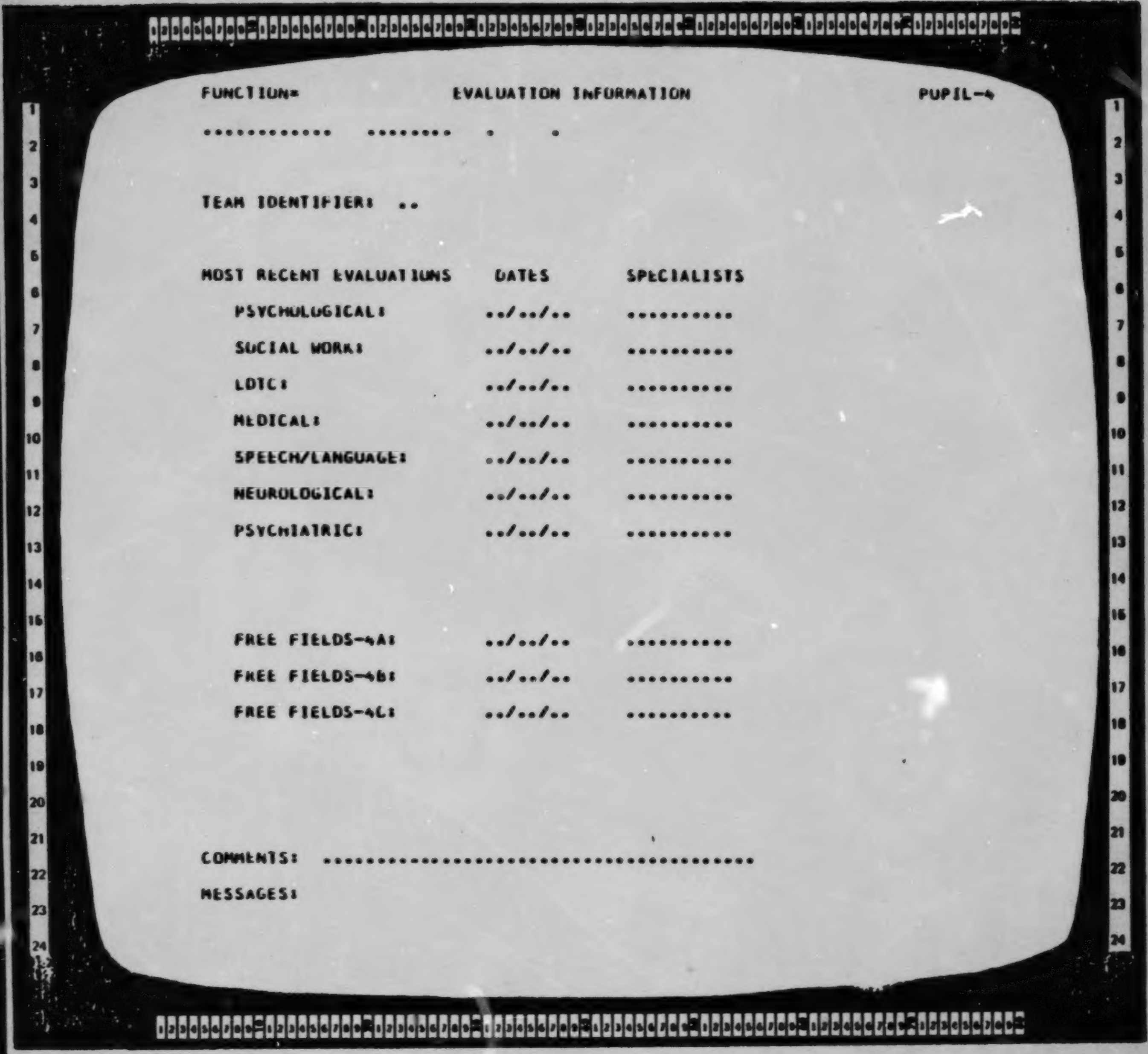
DIST EXIT DATE:           ../../..        FREE FIELD-3B:             ........




COMMENTS:  ........................................

MESSAGES:
```

TERMINAL DISPL



```
FUNCTION=               EVALUATION INFORMATION                 PUPIL-4

...........   .......   .   .


TEAM IDENTIFIER:  ..


MOST RECENT EVALUATIONS     DATES       SPECIALISTS
   PSYCHOLOGICAL:           ../../..    ..........
   SOCIAL WORK:             ../../..    ..........
   LDTC:                    ../../..    ..........
   MEDICAL:                 ../../..    ..........
   SPEECH/LANGUAGE:         ../../..    ..........
   NEUROLOGICAL:            ../../..    ..........
   PSYCHIATRIC:             ../../..    ..........

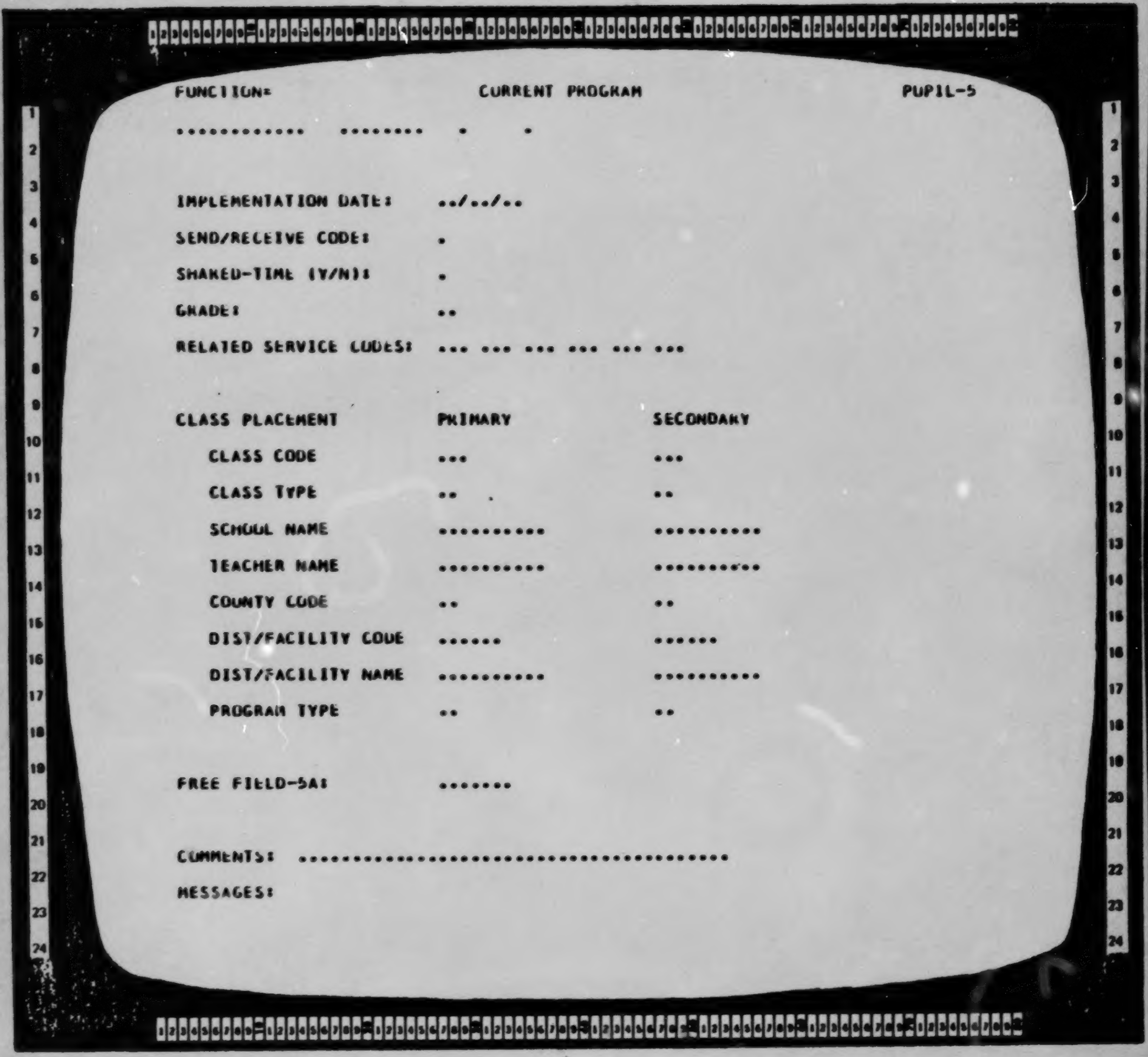


   FREE FIELDS-4A:          ../../..    ..........
   FREE FIELDS-4B:          ../../..    ..........
   FREE FIELDS-4C:          ../../..    ..........




COMMENTS:  ........................................
MESSAGES:
```

TERMINAL DISPLA



```
FUNCTION=                     CURRENT PROGRAM                         PUPIL-5
............   ........   .    .

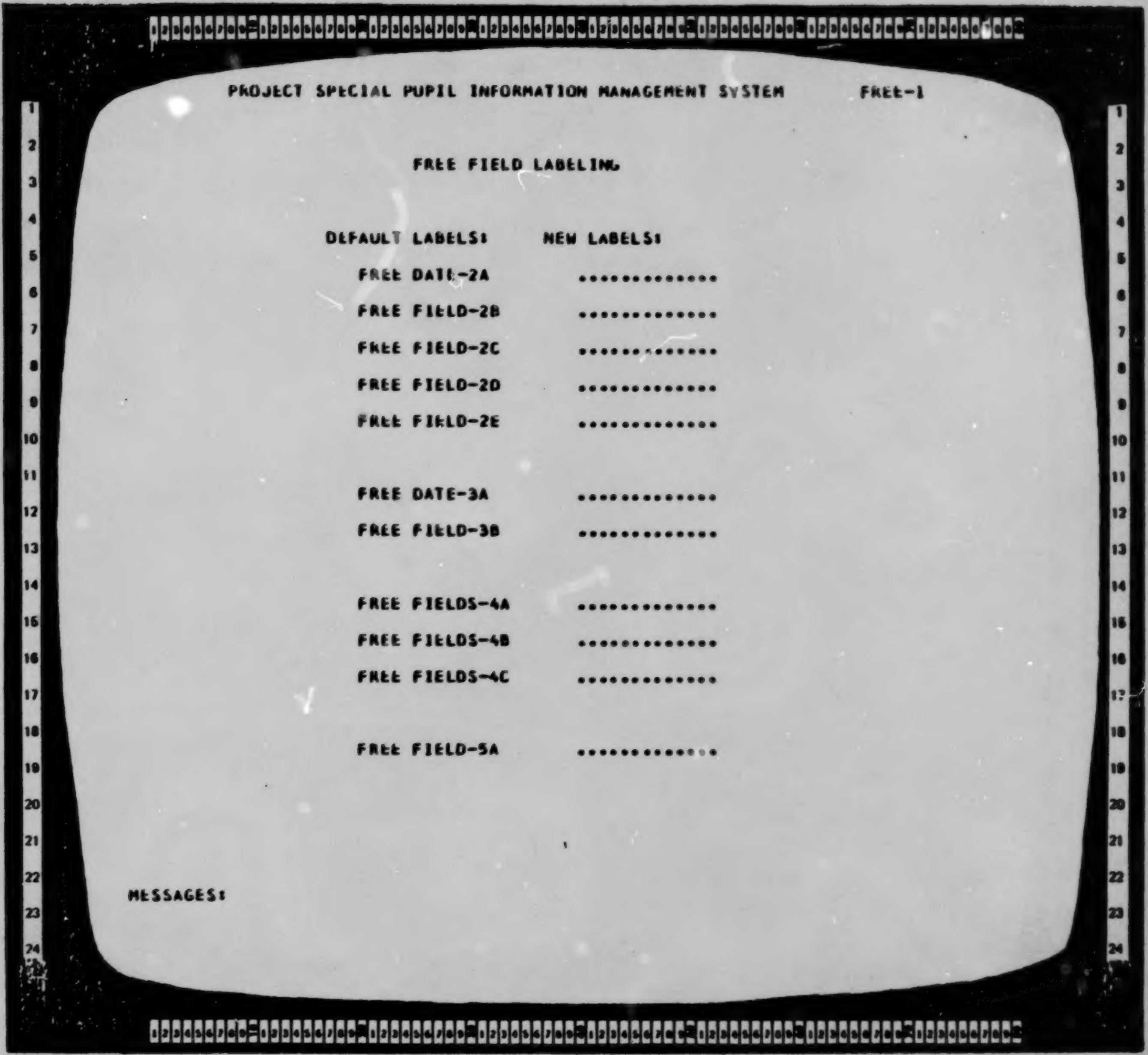
IMPLEMENTATION DATE:     ../../..
SEND/RECEIVE CODE:       .
SHARED-TIME (Y/N):       .
GRADE:                   ..
RELATED SERVICE CODES:   ... ... ... ... ... ...

CLASS PLACEMENT          PRIMARY             SECONDARY
   CLASS CODE            ...                 ...
   CLASS TYPE            ..                  ..
   SCHOOL NAME           ..........          ..........
   TEACHER NAME          ..........          ..........
   COUNTY CODE           ..                  ..
   DIST/FACILITY CODE    ......              ......
   DIST/FACILITY NAME    ..........          ..........
   PROGRAM TYPE          ..                  ..

FREE FIELD-5A:           .......

COMMENTS:  ........................................
MESSAGES:
```

TER AL DISPLAY



```
PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM        FREE-1

                     FREE FIELD LABELING

              DEFAULT LABELS:     NEW LABELS:
                 FREE DATE-2A          .............
                 FREE FIELD-2B         .............
                 FREE FIELD-2C         .............
                 FREE FIELD-2D         .............
                 FREE FIELD-2E         .............

                 FREE DATE-3A          .............
                 FREE FIELD-3B         .............

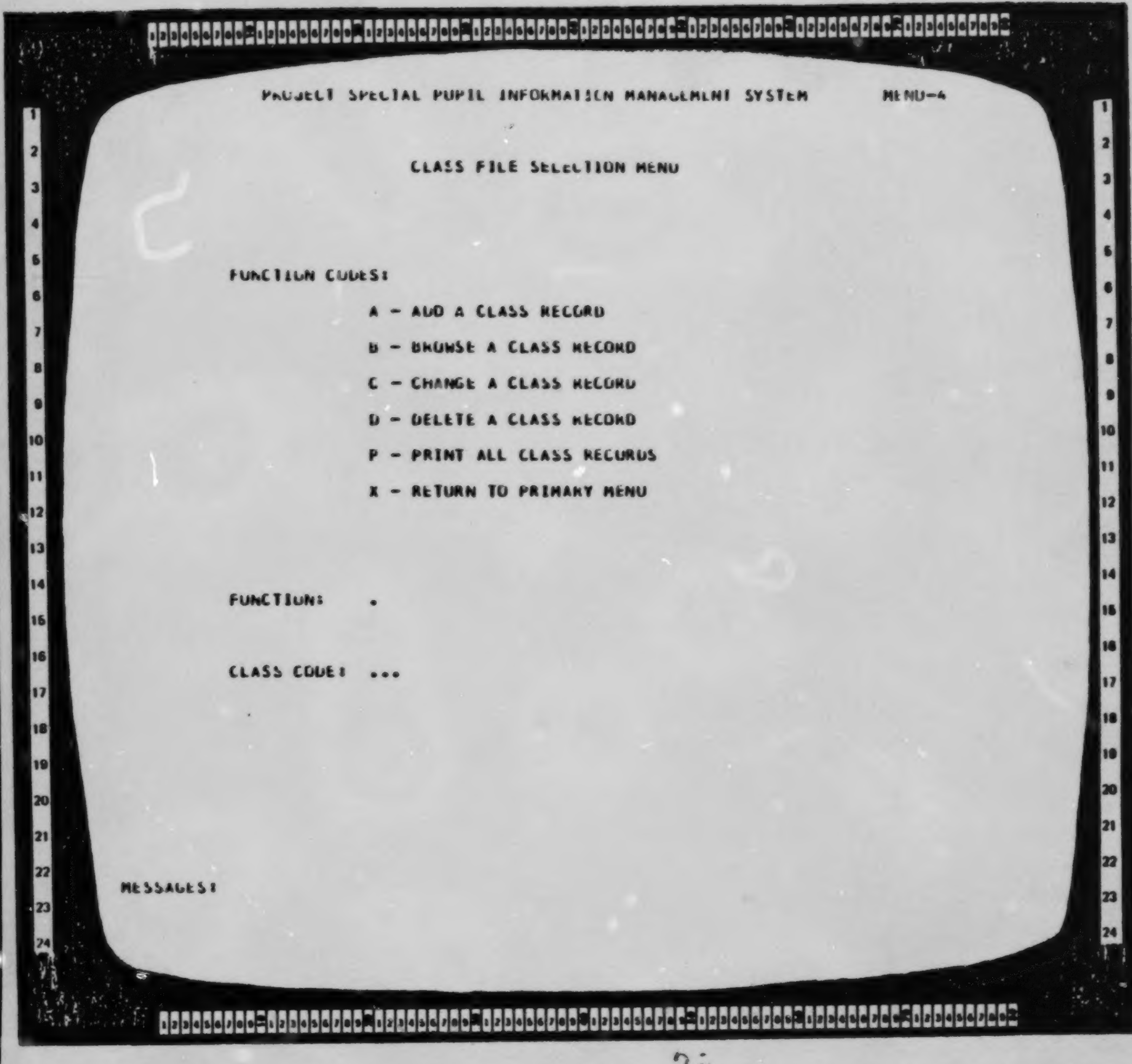
                 FREE FIELDS-4A        .............
                 FREE FIELDS-4B        .............
                 FREE FIELDS-4C        .............

                 FREE FIELD-5A         .............



MESSAGES:
```

TERMINAL DISPLAY



```
PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM        MENU-4


                    CLASS FILE SELECTION MENU



FUNCTION CODES:

              A - ADD A CLASS RECORD

              B - BROWSE A CLASS RECORD

              C - CHANGE A CLASS RECORD

              D - DELETE A CLASS RECORD

              P - PRINT ALL CLASS RECORDS

              X - RETURN TO PRIMARY MENU



FUNCTION:     .


CLASS CODE:   ...

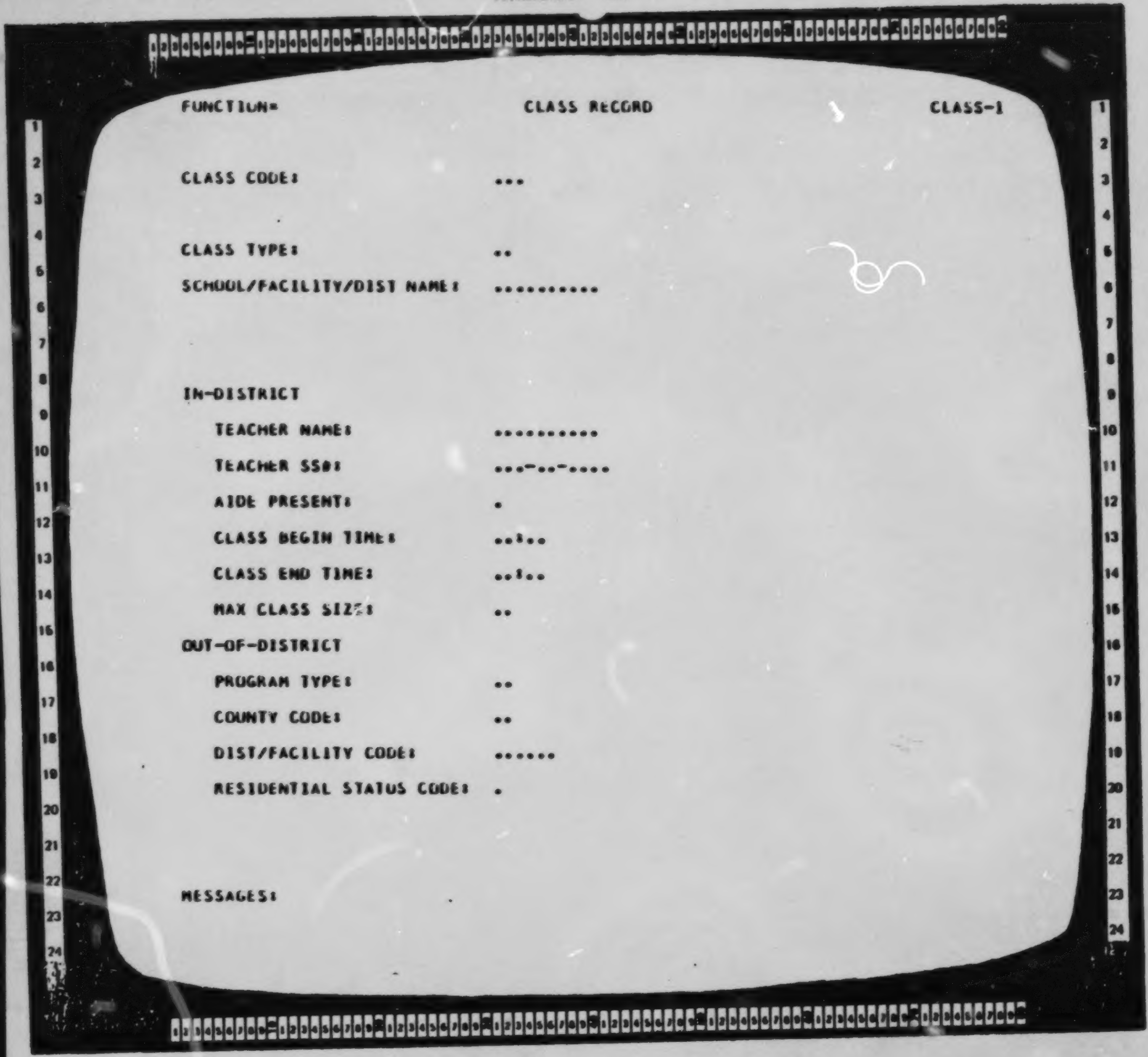






MESSAGES:
```

TERMINAL D''AY



```
FUNCTION=                            CLASS RECORD                       CLASS-1


CLASS CODE:                          ...


CLASS TYPE:                          ..

SCHOOL/FACILITY/DIST NAME:           ..........



IN-DISTRICT

   TEACHER NAME:                     ..........

   TEACHER SS#:                      ...-..-....

   AIDE PRESENT:                     .

   CLASS BEGIN TIME:                 ..:..

   CLASS END TIME:                   ..:..

   MAX CLASS SIZE:                   ..

OUT-OF-DISTRICT

   PROGRAM TYPE:                     ..

   COUNTY CODE:                      ..

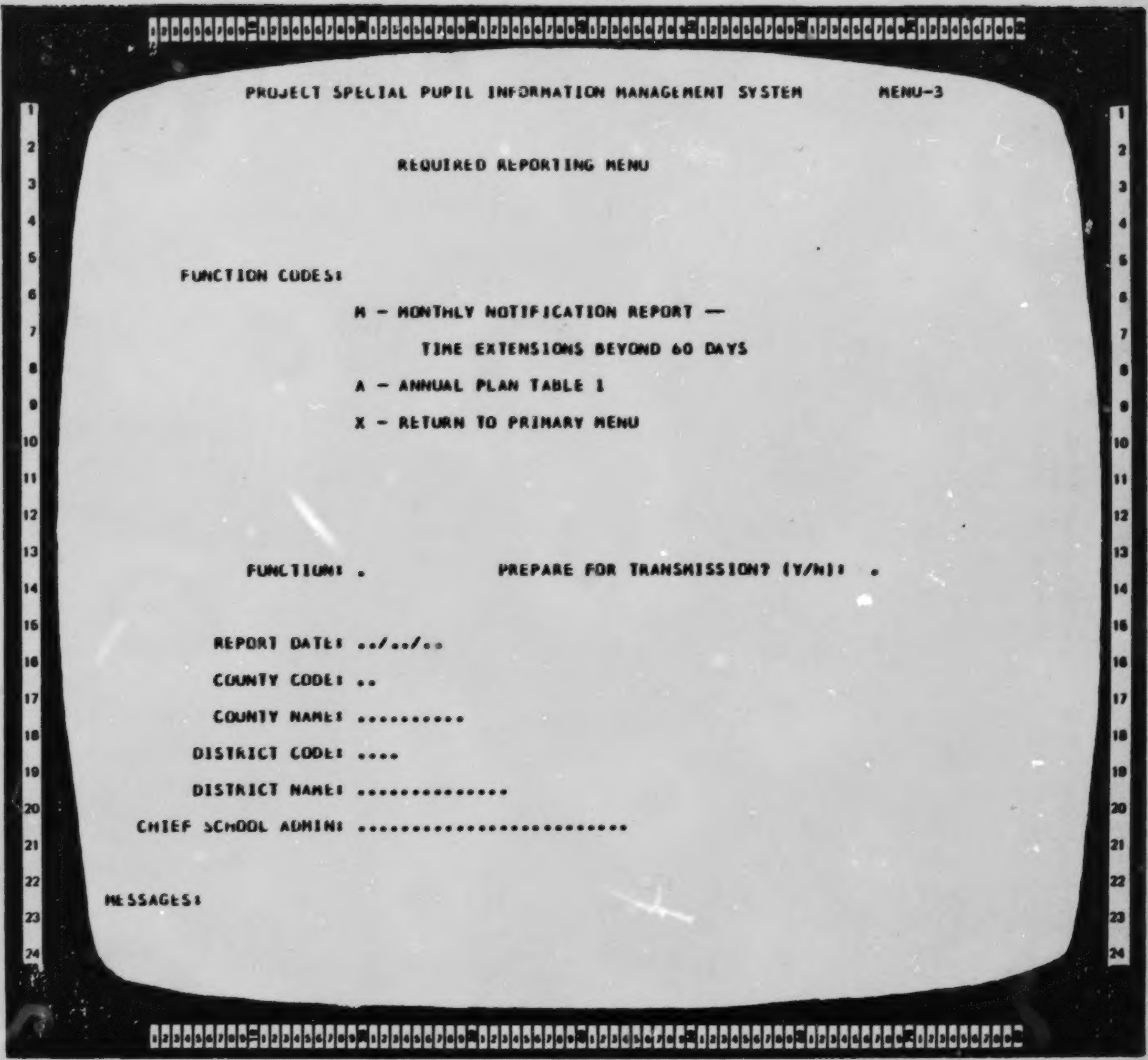
   DIST/FACILITY CODE:               ......

   RESIDENTIAL STATUS CODE:          .



MESSAGES:
```

TEI AL DISPLAY



```
          PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM        MENU-3

                           REQUIRED REPORTING MENU



      FUNCTION CODES:

                         M - MONTHLY NOTIFICATION REPORT —

                              TIME EXTENSIONS BEYOND 60 DAYS

                         A - ANNUAL PLAN TABLE 1

                         X - RETURN TO PRIMARY MENU

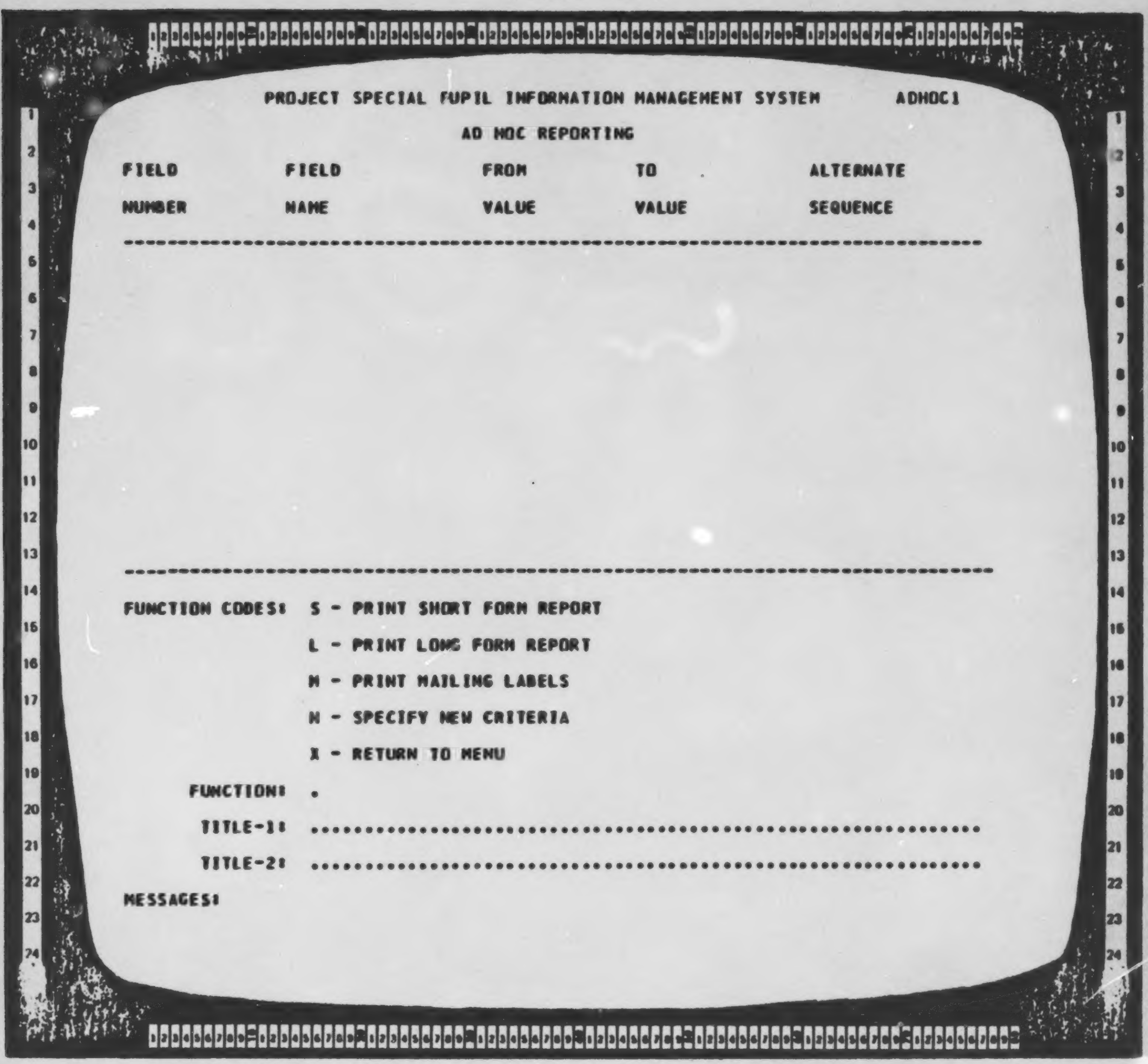



             FUNCTION: .          PREPARE FOR TRANSMISSION? (Y/N):  .


          REPORT DATE: ../../..
          COUNTY CODE: ..
          COUNTY NAME: ..........
        DISTRICT CODE: ....
        DISTRICT NAME: ..............
    CHIEF SCHOOL ADMIN: ..........................

MESSAGES:
```

TERMINAL L   AY



```
          PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM       ADHOC1
                             AD HOC REPORTING
FIELD          FIELD               FROM          TO               ALTERNATE
NUMBER         NAME                VALUE         VALUE            SEQUENCE
--------------------------------------------------------------------------










--------------------------------------------------------------------------
FUNCTION CODES:  S - PRINT SHORT FORM REPORT
                 L - PRINT LONG FORM REPORT
                 M - PRINT MAILING LABELS
                 N - SPECIFY NEW CRITERIA
                 X - RETURN TO MENU
      FUNCTION:  .
       TITLE-1:  ............................................................
       TITLE-2:  ............................................................
MESSAGES:
```

START OF DAY PROCEDURE

When you are ready to start the computer each day, follow these steps:

Step 1. Turn on the terminal and the printer.

Step 2. Open the diskette doors.

Step 3. Remove the protective jacket from the diskettes you will be using.

Step 4. Insert the SYSTEM diskette with the label side up in drive zero (the drive on the right). If this has been done properly, you will hear a little click.

Step 5. Close drive zero's door. This will BOOT the system. That is, Datapoint proprietary messages will appear on the display screen.

Step 6. After the word READY appears on the display screen, insert the PUPIL1 diskette in drive 1. If this has been done properly, you will again hear a little click.

Step 7. Close drive 1's door.

Step 8. If your district also uses diskettes PUPIL2 and PUPIL3, insert them in drives 2 and 3 respectively and then close their doors.

Step 9. Key the word CLOCK and depress the TAB key (↵).

Step 10. You will then be prompted to key today's date.
Month, day, and year must each be keyed as 2-digit numbers, separated by a slash, as follows:
    Month must be between 01 and 12 inclusive
    Day must be between 01 and 31 inclusive
    Year must be 82 or greater
    For example: 02/04/83

Step 11. Depress the TAB KEY.
If any keying error has been made, the computer will not allow you to proceed; you will have to rekey the date first.

Step 12. You will then be prompted to key the current time.
Hours and minutes must both be keyed as 2-digit numbers, separated by a colon, as follows:
    Hours must be between 00 and 24 inclusive
    Minutes must be between 00 and 59 inclusive.
    For example: 08:30 or 14:27

Step 13. Depress the TAB KEY.
If any keying error has been made, the computer will not allow you to proceed; you will have to rekey the time first.

Step 14. You will then be asked if you are sure the date and time you keyed are correct. You must key either the letter Y or N.

Step 15. Depress the TAB KEY.
If you keyed "N", indicating that the date and time are not correct, you must proceed back to Step 10 to rekey the date and time. Otherwise, if you keyed "Y", indicating that they are correct, the word READY will appear on the screen.

Step 16. Key the word RUN and depress the TAB key. The following message will appear:

```
PLEASE ENTER YOUR PASSWORD
```

Step 17. Enter your password (it will not appear on the screen) and depress the TAB KEY. The following message will then appear:

```
DO YOU WANT TO CHANGE YOUR PASSWORD (Y/N):
```

Step 18. If you do not want to change your password, enter an "N" and depress the TAB KEY. The copyright screen will briefly appear, to be followed by the PRIMARY SELECTION MENU SCREEN. You may then begin your day's computer activities.

If you want to change your password, key in a "Y" and depress the TAB KEY. The system will ask:

```
NEW PASSWORD:
```

Step 19. Key in your new password and depress the TAB KEY. The system will verify the new password and ask:

```
IS THIS CORRECT (Y/N)?:
```

Step 20. If you do not want the new password (for example if you keyed it incorrectly) key in an "N" and depress the TAB KEY. The old password will then remain in effect.

If you are satisfied with the new password, key in a "Y" and depress the TAB KEY. The copyright screen will briefly appear, followed by the PRIMARY SELECTION MENU SCREEN. You may then begin your day's computer activities.

END OF DAY PROCEDURE

When all of your district's computer activities have been finished for the day, follow these steps:

Step 1. Return the display to the PRIMARY SELECTION MENU SCREEN. (Follow the steps outlined in whatever section you were just using in order to display the PRIMARY SELECTION MENU SCREEN.)

Step 2. Key the function code of "X". This will cause the system's shutdown message to appear at the bottom left of an otherwise empty screen.

Step 3. Open drive zero's door and remove the SYSTEM diskette.

Step 4. Insert the SYSTEM diskette in its protective jacket and store it vertically in a safe place to avoid warp.

Step 5. Close drive zero's door. This will keep the drive free of dust.

Step 6. Open drive 1's door and remove the PUPIL1 diskette.

Step 7. Insert the PUPIL1 diskette in its protective jacket and store it vertically in a safe place.

Step 8. Close drive 1's door.

Step 9. If your district also uses diskettes PUPIL2 and PUPIL3, remove them from drives 2 and 3 respectively, store the diskettes vertically in their protective jackets, and close the doors.

Step 10. Turn off the terminal and the printer.

NEVER TURN OFF THE TERMINAL AND PRINTER WITHOUT FIRST REMOVING THE DISKETTES.

IF, FOR ANY REASON, YOU DO NOT GO THROUGH THE NORMAL END OF DAY PROCEDURES AS DESCRIBED ABOVE (IF THERE IS A POWER FAILURE FOR EXAMPLE), THEN YOU MAY NOT BE ABLE TO RETRIEVE CERTAIN PUPIL OR CLASS INFORMATION FROM THE COMPUTER. IN THIS CASE, YOU SHOULD FOLLOW THE STEPS DETAILED IN THE "REORGANIZING FILES FOR EFFICIENCY" SECTION OF THIS GUIDE. THIS WILL ALLOW YOU TO CONTINUE PROCESSING IN AN ORDERLY FASHION.

SPECIAL KEYS ON THE KEYBOARD

The terminal keyboard contains five FUNCTION KEYS, labeled "F1", "F2", "F3", "F4", and "F5", and other keys which are not found on a standard typewriter keyboard. Some of them are used to perform particular computer functions which will help you with your pupil information management tasks.

↵ - TAB KEY

The TAB KEY is used to position the cursor on the display screen. That is, after keying a particular piece of information, depressing the TAB KEY causes the cursor to be positioned at the start of the next keyable data item. It simultaneously causes the computer to edit the keyed data for compliance with the data keying rules described further on in this Guide. If the keyed data does not comply with its edit rules, the cursor will *not* be positioned at the next data item. Rather, it will revert to the start of the current invalid data item so that you may key it again. When this occurs, a beep will sound and an error message will be displayed in reverse video at the bottom of the screen.

Also, if a particular piece of information is not going to be keyed, depressing the TAB KEY when the cursor is at that field causes the cursor to skip over that field and position itself at the start of the next keyable field.

"F2" - TOP-OF-SCREEN KEY

Depression of the "F2" key when *any* screen is on display causes the cursor to jump to the beginning of the very first keyable field at the top of that screen. This is particularly useful if you wish to key changes to the screen before displaying some other screen or performing some other action. For example, depressing "F2" when the AD HOC SCREEN is on display causes the cursor to jump to the start of the first ad hoc field number.

"F3" AND "F4" - SCROLLING KEYS

After you have displayed or keyed information to a particular pupil screen, you may display another one of the pupil screens merely by depressing a terminal FUNCTION KEY: "F3" or "F4". These keys will be referred to as SCROLLING KEYS. Pupil screens are displayed in sequence, or "scrolled", forward and/or backward as many times as desired, as follows:

1 - Identifying Information Screen
2 - Contact Information Screen
3 - Process Information Screen
4 - Evaluation Information Screen
5 - Current Program Screen

The key marked "F3" causes the screens to be displayed in a *forward* direction, known as "paging forward". That is, if "F3" is depressed when one of these screens is on display, then the screen to be displayed next is the next one in the above list. When the last screen is on display (Current Program Screen), "F3" causes the first screen in the list (Identifying Information Screen) to be displayed next, thus looping around to the beginning of the list.

The key marked "F4" causes the screens to be displayed in a backward direction, known as "paging backward". That is, if "F4" is depressed when one of these screens is on display, then the screen to be displayed next is the previous one in the above list. When the first screen is on display (Identifying Information Screen), "F4" causes the last screen in the list (Current Program Screen) to be displayed next, thus looping back to the end of the list.

"F1" - ACTION KEY

When you have finished keying data for the pupil and scrolled to your heart's content, you may then update the computer's Pupil File by depressing a different FUNCTION KEY: "F1". The "F1" key will be referred to as the ACTION KEY. One of the following ACTIONS, or updates, will result: adding a new pupil to the computer, changing some information about a pupil already stored in the computer, or deleting all of a pupil's stored information from the computer. When you are keying pupil information, the newly keyed information is not yet permanently stored in the computer. It will be stored when you depress "F1" to signal the computer that you are satisfied with the information as it appears on the pupil screens and now wish to permanently store it in the computer. Similarly, if you have initiated a request to delete a pupil from the computer's Pupil File, the pupil's information is not immediately deleted. Rather, you are given the opportunity to scroll through his information. When you are satisfied that you have identified the correct pupil, depressing "F1" will cause his deletion at that instant. In addition, the printing of a pupil's stored information is initiated by depression of the "F1" key. In the Ad Hoc facility, the ACTION KEY is used to initiate the selection of pupils and to begin the printing of pupil lists and mailing labels. The other ACTIONS initiated by "F1" are described in greater detail in the following sections of this Guide.

"F5" - INTERRUPT OR CANCEL KEY

After you have begun the display of a pupil, whether for purposes of add, change, delete, browse or print, you may decide that you really do not want to do what you had originally intended, either because you have not identified the correct pupil or for some other reason. You may then interrupt the computer processing and cancel your current request: "F5" key. This CANCEL KEY may be used at any time before the ACTION KEY ("F1") is depressed. That is, even if you have begun keying changes to a pupil's information but have not yet told the computer to change the information which is stored in its Pupil File, then you may cancel this change. None of the information which you keyed will be changed in the computer's Pupil File. Similarly, if you cancel an add request, the pupil will not be added to the computer's Pupil File; if you cancel a delete request, the pupil will not be deleted from the computer's Pupil File; if you cancel a browse request, the pupil's stored information will be unaffected. In Ad Hoc, the depression of the CANCEL KEY causes the Ad Hoc process to stop dead in its tracks.

Regardless of when "F5" is depressed, the PRIMARY SELECTION MENU SCREEN will be displayed immediately with an appropriate cancellation message, and you may begin another component function.

NO-OP(ERATION) KEYS

If the use of a particular function key has not been defined for a particular component function, then its depression causes no computer operation to take place. The same screen is redisplayed with an appropriate message about how to continue with your current request. For example, the "F3" and "F4" keys are not used by Ad Hoc. Therefore, depressing one of them causes no computer action to take place.

PUPIL INFORMATION MANAGEMENT

PUPIL INFORMATION MANAGEMENT is the ability of each district to electronically record and maintain the currency of information relevant to its special education pupils.

Specifically, pupil information management consists of the following pupil functions:

- o Adding information for a new pupil
- o Browsing, or displaying, a pupil's information without changing it
- o Changing the information for a pupil whose information is already stored on the computer
- o Deleting a pupil from the computer
- o Printing all of a pupil's information
- o Setting default values for information common to many pupils

As the Pupil File is updated by adding, changing or deleting pupils, a "log" of each transaction is created. After approximately 50 transactions and when you terminate the Pupil Maintenance function, the log will be automatically printed. At the end of each day, the printed log should be stored in a safe place as it would be extremely helpful if the day's work had to be repeated due to loss or damage to a diskette.

To initiate Pupil Information Management, you must first indicate the Pupil Information Management component function on the PRIMARY SELECTION MENU SCREEN (Steps 1-4 below). You may then proceed to add, browse, change, delete, print, and/or set default values. The balance of this section is arranged by pupil function and contains step-by-step directions for performing each one of these Pupil Information Management functions.

TO INITIATE PUPIL INFORMATION MANAGEMENT

To initiate Pupil Information Management, follow these steps:

Step 1. Key the Pupil Information Management function code "P" on the PRIMARY SELECTION MENU SCREEN.

Step 2. Depress the key marked "F1".

Step 3. If the above steps were properly performed, the PUPIL INFORMATION MANAGEMENT MENU SCREEN will be displayed next. Refer to the appropriate section of this Guide to perform your desired task.

Step 4. If you have made a keying error, then a message will be displayed at the bottom of the screen. Proceed back to Step 1 to correct the error.

TO ADD A NEW PUPIL

To add a new pupil to the computer's Pupil File, the PUPIL INFORMATION MANAGEMENT MENU SCREEN must first be on display. If this screen is on display, proceed to Step 1 below. Otherwise, follow the steps specified in the section entitled "To Initiate Pupil Information Management"; those steps will cause the PUPIL INFORMATION MANAGEMENT MENU SCREEN to be displayed

After each field is keyed, the computer will edit your keying for compliance with the rules detailed in the section entitled "Keying Rules and Data Definitions". If any rule is not followed, then a message will be displayed on the bottom of the screen and the computer will "beep" to alert you of the problem. You must correct the keying error before proceeding to the next step.

Step 1. Key the function code "A" (Add) on the PUPIL INFORMATION MANAGEMENT SCREEN; then depress the TAB KEY.

Step 2. Key the screen code of the screen you wish to begin your keying with; then depress the TAB KEY. You may find it most convenient to begin the keying with the IDENTIFYING INFORMATION SCREEN. If so, key the screen code "1". Note that if you TAB over the screen code without keying it, then the computer will automatically begin with the IDENTIFYING INFORMATION SCREEN.

Step 3. Key the pupil's last name, TAB, first name (or first initial), TAB, middle initial (if you wish to use it), and TAB. Be sure to key the pupil's name exactly as you wish the computer to identify him. When you wish to recall this pupil's stored information in the future, you must again key his name exactly the same way or else the computer will not be able to find him. That is because the computer identifies all stored pupils by a KEY which is composed of the first six letters of the last name, the first initial, the middle initial, and the duplicate key indicator (described below).

Step 4. If there is another pupil with the same key already stored in the computer's Pupil File, then it will be necessary for you to assign a duplicate key indicator to this pupil in order to add him to the Pupil File. Once you have assigned a duplicate key indicator to this pupil and written that information somewhere for easy future reference, key the assigned duplicate key indicator and TAB. Note that whenever you wish to recall this pupil's information in the future, you must key his duplicate key indicator as well as his name.

If there is no other pupil with the same key as this pupil, then you should TAB over this field.

Note that two pupils with very different names may, in fact, have the same key due to the way the key is constructed. For example, Judith Ann Robbins and Jason Alan Robbinson have the same key of

"ROBBINJA " (first 6 letters of last name, first initial and middle initial). Thus, one of these two pupils would have to be assigned a duplicate key indicator, such as "1", so that one has the key "ROBBINJA " (note that the last character of the key is a blank) and the other has the key "ROBBINJA1".

Step 5. Carefully examine the screen to insure that the information was keyed correctly. If it was, depress "F1". If not, proceed back to Step 1 to change the displayed information.

Step 6. If the above steps were properly performed, the IDENTIFYING INFORMATION SCREEN, or whichever pupil screen you indicated in Step 2 above, will be displayed next. Refer to the appropriate step below, depending on which pupil screen is now on display.

Step 7. If there is already a pupil with the same key stored in the computer's Pupil File, then the computer will notify you of this fact. It will do this by displaying an appropriate message on the bottom of the PUPIL INFORMATION MANAGEMENT SCREEN. You may wish to browse the other pupil's screens in order to determine if the two pupils in question are the same or different. If they are really different pupils, then you must assign a duplicate key indicator to the new pupil to be added in order to differentiate between the two pupils. Note that you should not assign a duplicate key indicator to the pupil who is already stored in the computer. Proceed back to Step 1 to add the new pupil; remember to key his duplicate key indicator in Step 4.

Note that when there are two pupils with the same key, it might be advantageous to use the comments on both pupils' screens to key the fact that there are two pupils with similar names and what the other pupil's duplicate key indicator is. This would avoid mistaking one pupil for the other in the future.

Don't forget that the key includes the middle initial. If two pupil records have the same key and you have not entered middle initials, you may want to add the second pupil record with a middle initial instead of assigning a duplicate indicator.

In order to add a new pupil to the computer's Pupil File, at a minimum you must key that information which is required by the computer system. The required information is listed below and is contained on only three of the five pupil screens:

IDENTIFYING INFORMATION SCREEN
- sex
- date of birth
- ethnic group
- parent or guardian district and county of residence codes

CONTACT INFORMATION SCREEN
- parent or guardian name and address (#1 only)
- "whose address" code #1

PROCESS INFORMATION SCREEN
- classification status code

As a keying aid, the screen labels of all required information are displayed in reverse video to distinguish them from the data which is not strictly required. The two other pupil screens (EVALUATION INFORMATION SCREEN and CURRENT PROGRAM SCREEN) contain information which is only required if it is available; that is, if certain events have taken place already (e.g. the pupil has been classified). Of course, the more information which you provide to the computer, the better: a more complete picture of the pupil will be available and the computer-produced required reports will be more accurate.

Before proceeding further, you should become thoroughly familiar with the sections entitled "Keying Rules and Data Definitions" and "Special Keys on the Keyboard". Those two sections provide detailed descriptions of the actual pupil data elements and FUNCTION KEYS which are mentioned throughout the following steps.

The three steps which follow refer to all five pupil screens:

IDENTIFYING INFORMATION SCREEN
CONTACT INFORMATION SCREEN
PROCESS INFORMATION SCREEN
EVALUATION INFORMATION SCREEN
CURRENT PROGRAM SCREEN

Step 8. Key any of the information which is applicable to the pupil. Remember that you must use the TAB KEY to position the cursor at the start of the next item to be keyed. TAB over any item you do not wish to key. TABBING after the last item on the screen moves the cursor back to the first keyable item at the top of the same screen.

YOU MUST ALWAYS TAB AFTER KEYING FIELD IN ORDER FOR THE INFORMATION KEYED INTO THAT FIELD TO BE SAVED. This is important for you to remember when you have keyed the last field you wish to key on a particular screen. If you depress any function key (e.g., "F1" or "F3") rather than the TAB key, you will lose the data keyed into that field!

If any item is not keyed according to the rules in the "Keying Rules and Data Definitions" section, or if any required information is not keyed, then a message will be displayed at the bottom of the screen and the computer will "beep". You must correct the keying error.

While you are keying some of the information on the PROCESS INFORMATION SCREEN or the CURRENT PROGRAM SCREEN, other information on that screen might be changed automatically by the computer based on your keying. (Detailed descriptions of these changes may be found in the "Keying Rules and Data Definitions" section.) When this occurs, a message to that effect will appear at the bottom of the screen. Carefully examine the computer's changes to be sure they are appropriate. If not, you may key over the computer's changes.

Step 9. After keying data to a screen, carefully examine that screen to insure that the information appears correctly. If not, proceed back to the previous step to change the desired information. Once you are satisfied with the screen, proceed to the next step below.

Step 10. Depress the "F1", "F3", or "F4" KEY. The computer will perform one of the following actions depending on which key was depressed:

"F1" - This pupil will be added to the computer's Pupil File and the PUPIL INFORMATION MANAGEMENT MENU SCREEN will be displayed with a message confirming the update. A similar message will also appear on the log when it is eventually printed. You may then key your next Pupil Information Management request; proceed to Step 1 of the appropriate section. Note that if all of the required information has not yet been keyed to the IDENTIFYING INFORMATION SCREEN, the CONTACT INFORMATION SCREEN, or the PROCESS INFORMATION SCREEN, then the computer will not permit you to add this pupil as yet to its Pupil

File. Instead, the first of these screens which is missing information will be displayed with an appropriate message. Proceed back to Step 8 to key the required information.

"F3" - Page forward to the next screen in the above list.

"F4" - Page backward to the previous screen in the above list.

TO CHANGE A PUPIL RECORD

Step 1. Key the function code "C" (Change) on the PUPIL INFORMATION MANAGEMENT SCREEN; then depress the TAB KEY.

Step 2. Key the screen code of the screen you wish to begin your keying with; then depress the TAB KEY. Note that if you TAB over the screen code without keying it, then the computer will automatically begin with the IDENTIFYING INFORMATION SCREEN.

Step 3. Key the pupil's last name, TAB, first name (or first initial), TAB, middle initial, TAB, and duplicate key indicator, and TAB. Be sure to key the pupil's name exactly the same way you did when you created the record or else the computer will not be able to find it.

Step 4. Once you are satisfied with what you have keyed in, depress "F1".

Step 5. If there is no pupil with this key stored in the computer, a message will be displayed that the record could not be found. Carefully examine the screen to insure that the name was keyed correctly. If not, proceed back to Step 3 to change the displayed information.

Step 6. If the desired Pupil Record is found, the IDENTIFYING INFORMATION SCREEN, or whichever pupil screen you indicated in Step 2 above, will be displayed next. You may then proceed to make the desired changes. You may wish to refer to the directions in "TO ADD A NEW PUPIL" when keying changes to the various Pupil Screens.

Step 7. Once you are satisfied that you have made all the necessary changes, depress "F1".

Step 8. If all edits are passed, a message will appear that this function has been completed, and in a few seconds the PUPIL INFORMATION MANAGEMENT SCREEN will again be displayed. This change transaction will appear on the log when it is eventually printed. You may then proceed to select another function.

TO BROWSE A PUPIL RECORD

Follow the directions in "TO CHANGE A PUPIL RECORD", keying the function code of "B" (Browse) in Step 1. . In "browse" mode, however, you will not be allowed to key any changes to the Pupil Screens; you will merely be allowed to scroll through them.

TO DELETE A PUPIL RECORD

Step 1. Key the function code "D" (Delete) on the PUPIL INFORMATION MANAGEMENT SCREEN; then depress the TAB KEY.

Step 2. Key the screen code of the screen you wish to display first, then depress the TAB KEY. Note that if you TAB over the screen code without keying it, then the computer will automatically begin with the IDENTIFYING INFORMATION SCREEN.

Step 3. Key the pupil's last name, TAB, first name (or first initial), TAB, middle initial, TAB, and duplicate key indicator, and TAB. Be sure to key the pupil's name exactly the same way you did when you created the record or else the computer will not be able to find it.

Step 4. Once you are satisfied with what you have keyed, depress "F1".

Step 5. If there is no pupil with this key stored in the computer, a message will be displayed that the record could not be found. Carefully examine the screen to insure that the name was keyed correctly. If not, proceed back to Step 3 to change the displayed information.

Step 6. If the desired Pupil Record is found, the IDENTIFYING INFORMATION SCREEN, or whichever pupil screen you indicated in Step 2 above, will be displayed next containing a message asking you to verify that this is the Pupil Record you wish to delete.

Step 7. Carefully examine the screen and scroll through the other screens as necessary. Once you are satisfied that this is indeed the record you wish to delete, depress "F1".

Step 8. A message will appear at the bottom of the screen indicating that the function has been completed and within a few seconds, the PUPIL INFORMATION MANAGEMENT SCREEN will again be displayed. You may then proceed to select another function.

TO PRINT A PUPIL RECORD

Step 1. Key the function code "P" (Print) on the PUPIL INFORMATION MANAGEMENT SCREEN; then depress the TAB KEY.

Step 2. TAB over the screen code field. Note that if you key in a screen code and then TAB, the computer will simply ignore it.

Step 3. Key the pupil's last name, TAB, first name (or first initial), TAB, middle initial, TAB, and duplicate key indicator, and TAB. Be sure to key the pupil's name exactly exactly the same way you did when you created the record or else the computer will not be able to find it.

Step 4. Once you are satisfied with what you have keyed, depress "F1".

Step 5. If there is no pupil with this key stored in the computer, a message will be displayed that the record could not be found. Carefully examine the screen to insure that the name was keyed correctly. If not, proceed back to Step 3 to change the displayed information.

Step 6. When the Pupil Record is found, the printer will begin to print the Pupil Record.

Step 7. When the printer has finished, a message will be displayed at the bottom of the PUPIL INFORMATION MANAGEMENT SCREEN indicating that the function has been completed. You may then proceed to print another Pupil Record or select another function.

TO SET DEFAULT VALUES FOR PUPIL RECORDS

Setting default values for some pupil data will speed yor keying of new pupils into the computer. That is, if you specify a value for some data item in advance, thereafter when new pupils are added, the computer will automatically assign this same value to the new pupils. For example, suppose you set "Princeton" as the default city, "NJ" as the default state, and "08540" as the default zip code. All pupils who are added afterwards will have Princeton NJ 08540 assigned as part of their parent's or guardian's address. That is, this information will be displayed automatically as the city, state and zip code on the Contact Information Screen just as it would if you had actually keyed it to that screen each time a new pupil was being added. Of course, you may key over any default value on a Pupil Screen if it is not applicable to the pupil in question.

When selecting data items to be defaulted, choose those which have a good deal of commonality across the pupils in your district. Or, arrange to add pupils in a particular sequence, say by Child Study Team, and set default values for these specialists before adding the pupils. Default values may later be changed to conform to some other popular or common data values.

Remember, default values only affect new pupils being added after these values are set. They do not affect pupils already stored in the computer.

To set default values, follow these steps:

Step 1. Key the function code "V" (Default Value) on the PUPIL INFORMATION MANAGEMENT MENU SCREEN, then depress the TAB KEY.

Step 2. Key the screen code of the screen you wish to DISPLAY FIRST.Note that if you do not enter a screen code, then the computer will automatically begin with the IDENTIFYING INFORMATION SCREEN.

Step 3. Depress "F1".

Step 4. If the above steps were properly performed, the IDENTIFYING INFORMATION SCREEN, or whichever pupil screen you indicated in Step 2 above, will be displayed next.

Step 5. Key data to those fields for which you wish to set default values, TABBING over those fields you do not wish to default. You may wish to refer to "TO ADD A NEW PUPIL" and "KEYING RULES AND DATA DEFINITIONS" for detailed keying instructions.Note that no fields are required under this function.

Step 6. Once you are satisfied that you have entered all desired information, depress "F1".

Step 7. If everything has been keyed correctly, a message will appear at the bottom of the screen indicating that the function has been completed, and within a few seconds the PUPIL INFORMATION MANAGEMENT SCREEN will again be displayed. You may then proceed to select another function.

TO RETURN TO THE PRIMARY MENU

Step 1. Key the function code "X" on the PUPIL INFORMATION MANAGEMENT SCREEN, then depress "F1".

Step 2. The PRIMARY SELECTION MENU SCREEN will be displayed containing a message that the Pupil Information Management component function has completed. The log will then be printed if there are any transactions (add, change, delete) which have not yet been printed. You may then proceed to select another component function.

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12/13/82                              PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM
                                                  PUPIL MAINTENANCE LOG

   LAST          FIRST       MID  DUP      PUPIL             TRANS       FLD
   NAME          NAME        INT  IND       ID               TYPE        NUM                      CONTENTS

MARTINEZ        RITA                  28                    CHANGE       44   E
MARTINEZ        RITA                  28                    CHANGE       45   120182
MARTINEZ        RITA                  28                    CHANGE       46   120179
MARTINEZ        RITA                  28                    CHANGE       55   S
MARTINEZ        RITA                  28                    CHANGE       56   030
MOHR            TINA                  30                    CHANGE       44   C
MOHR            TINA                  30                    CHANGE       45   ......
MOHR            TINA                  30                    CHANGE       46   090182
EDWARDS         MARY                  59                    CHANGE       44   E
EDWARDS         MARY                  59                    CHANGE       45   120182
EDWARDS         MARY                  59                    CHANGE       46   120179
EDWARDS         MARY                  59                    CHANGE       55   R
EDWARDS         MARY                  59                    CHANGE       56   020
```

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12/06/82      PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM       PAGE 1
                                  PUPIL RECORD

ALLEN          VIKKI

PUPIL ID: 02

BIOGRAPHICAL
   SEX:                F
   DATE OF BIRTH:      12/11/61
   ETHNIC GROUP:       W
   LANGUAGE OF PUPIL:  E
   LANGUAGE OF HOME:   F

PARENT OR GUARDIAN RESIDENCE
   DISTRICT CODE       1234
   COUNTY CODE:        12

INITIAL RECORD ENTRY:   1/ 9/82
LAST COMPUTER UPDATE:  12/06/82

COMMENTS:                ........................................

PARENT OR GUARDIAN
1. NAME:               MRS J ALLEN
   STREET:             123 MAIN STREET
   CITY/ST/ZIP:        PRINCETON       NJ  08540
   ADDRESS OF:         M

2. NAME:               MR P ALLEN
   STREET:             75 BAKER ROAD
   CITY/ST/ZIP:        BOSTON          MA  .....
   ADDRESS OF:         F

TELEPHONE NUMBERS   WHOSE NUMBERS?      TEST DATE        ../../..
1: (609)896-8899    :  MW               TEST SCORE       ........
2: (...)...-....    :  ..               BUS ROUTE        ........
3: (...)...-....    :  ..               FREE FIELD-2D    .....
                                        FREE FIELD-2E    .....
```

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12/06/82      PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM        PAGE 2
                                 PUPIL RECORD

ALLEN          VIKKI

REFERRAL                                         EVALUATION EXTENSION
  REASON CODES:           AG  .. ..                REASON CODE:             R
  REFFERED BY:            TEACHER                  # DAYS EXTENDED:         030

CLASSIFICATION                                   IEP PROCESS
  STATUS CODE             E                        BASIC PLAN CONF DATE:    09/12/79
  60-DAY BEGIN DATE:      09/01/82                 PARENT AT CONF?:         Y
  CLASSIFIED ON:          09/01/79                 IG DATE:                 ../../..
  DECLASSIFIED ON:        ../../..
  CLASSIFICATION:         ESC                    PLACEMENT WAIVER
  OTHER HC CONDS:         VIP ... ...              REASON CODE:             .
  FIRST CLASSIFIED:       11/01/79                 DATE:                    ../../..

DIST ENTRANCE DATE:       09/01/79               FREE DATE-3A               ../../..
DIST EXIT DATE:           ../../..               FREE FIELD-3B              ........

TEAM IDENTIFIER:          20

MOST RECENT EVALUATIONS    DATES                 SPECIALISTS
  PSYCHOLGICAL:           09/20/82               MORRIS
  SOCIAL WORK:            09/25/82               TRENT
  LDTC:                   ../../..               MATTEO
  MEDICAL:                ../../..               ..........
  SPEECH/LANGUAGE:        09/27/82               SPEIGEL
  NEUROLOGICAL:           ../../..               ..........
  PSYCHIATRIC:            ../../..               ..........

  FREE FIELD-4A           ../../..               ..........
  FREE FIELD-4B           ../../..               ..........
  FREE FIELD-4C           ../../..               ..........

PROGRAM IMPLEMENTATION:   09/01/82
SEND/RECEIVE CODE:        .
SHARED-TIME CODE:         .
GRADE:                    12
RELATED SERVICE CODES:    ST  ... ... ... ... ...

PRIMARY CLASS CODE:       111
SECONDARY CLASS CODE:     ...

FREE FIELD-5A             ........
```

35C

TO INITIATE FREE FIELD LABELING

FREE FIELD LABELING is the ability to assign meaningful labels to those free-use fields which may be used by each district for its own purposes. These fields would normally appear on the various Pupil Screens with labels such as "FREE FIELD" or "FREE DATE". You may, however, change these labels to more meaningful ones for your district. These meaningful labels will then appear on the various Pupil Screens.

To initiate Free Field Labeling you must first indicate the Free Field Labeling function on the PRIMARY SELECTING MENU SCREEN. The FREE FIELD LABELING SCREEN will then be displayed.

To initiate Free Field Labeling, follow these steps:

Step 1. Key the Free Field Labeling function code "F" on the PRIMARY SELECTION MENU SCREEN.

Step 2. Depress the key marked "F1".

Step 3. If the above steps were properly performed, the FREE FIELD LABELING SCREEN will be displayed next.

TO CREATE NEW LABELS

When the FREE FIELD LABELING SCREEN appears, the standard default labels will be listed in the left-hand column. They are grouped together by the Pupil Screen on which they appear. For instance, FREE DATE-2A will be found on Pupil Screen 2, whereas FREE FIELD-3B will be found on Pupil Screen 3. Before you label the fields, you might want to look at where they appear in the Pupil Record.

Step 1. TAB to the New Label line opposite the label you wish to change.

Step 2. Key the desired new labels, depressing the TAB KEY after each.

Step 3. Carefully examine the screen to insure that the information you have keyed is correct. Once you are satisfied with the screen, depress "F1".

Step 4. A message will appear that this function has been completed and in a few seconds the PRIMARY SELECTION MENU SCREEN will again be displayed. You may then proceed to select another function.

After this function has been completed, the new labels will appear on all applicable Pupil Screens. You may change the labels at any time by initiating Free Field Labeling again.

TO INITIATE CLASS FILE MAINTENANCE

Class File Maintenance is the ability to create and maintain basic relevant information for each special education class. Specifically, Class File Maintenance consists of the following functions:

- Adding a class record to the file
- Browsing, or displaying, a class record without changing it
- Changing the information for a class record which is already stored in the computer
- Deleting a class record from the computer
- Printing all class records

In order for pupils to be assigned to a specific class under Pupil Information Management, a class record must first be created. To do this, and to accomplish the above functions, follow these steps:

Step 1. Key the Class File Management function code "C" on the PRIMARY SELECTION MENU SCREEN.

Step 2. Depress the key marked "F1".

Step 3. The CLASS FILE SELECTION MENU SCREEN will be displayed next.

TO ADD A CLASS RECORD

Step 1. Key the function code "A" (add) on the CLASS FILE SELECTION MENU SCREEN, then depress the TAB KEY.

Step 2. Key the Class Code of the record you wish to create. (This may be any series of letters or numbers, but for each class it must be unique.)

Step 3. Depress the key marked "F1".

Step 4. If there is another class with the same code already stored in the computer, then it will be necessary for you to rekey the Class Code, giving it a different identifying code and again depress F1.

Step 5. If the above steps were properly performed, the CLASS RECORD SCREEN will be displayed next.

In order to add a Class Record to the computer's Class File, you need no more information than the Class Code. However, once you key in a Class Type, certain information then becomes required. Before proceeding further, you should become familiar with the sections entitled "Class Record Keying Rules and Data Definitions" and "Special Keys on the Keyboard."

Step 6. Key in the class data, TABBING after each data item.

Step 7. Carefully examine the screen to insure that the information you have keyed is correct. Once you are satisfied with the screen, depress "F1".

Step 8. If all edits are passed, the class will be added to the Class File and the CLASS FILE SELECTION MENU will again be displayed with a message that the function has been completed.

TO CHANGE A CLASS RECORD

Step 1. Key the function code "C" (Change) on the CLASS FILE SELECTION MENU SCREEN, then depress the TAB KEY.

Step 2. Key the Class Code of the class you wish to change, then depress F1.

Step 3. If no record is found having this Class Code, a beep will sound and a message will appear at the bottom of the screen indicating that no record with that code exists. Carefully check what you have keyed to see if a mistake was made which you may no correct. If the code was not keyed incorrectly, you may wish to change the function code in order to add a record with this code.

Step 4. If the desired Class Record is found, the CLASS RECORD SCREEN will be displayed next. You may then proceed to key the desired changes.

Step 5. Carefully examine the screen to insure that the information you have keyed is correct. Once you are satisfied with the screen, depress "F1".

Step 6. If everything has been keyed correctly, the class record will be changed on the Class File and the CLASS FILE SELECTION MENU will again be displayed containing a message that the function has been completed.

TO BROWSE A CLASS RECORD

Follow the directions given in "TO CHANGE A CLASS RECORD", keying the function code of "B" (browse) in Step 1.. In "browse" mode, however, you will not be allowed to make any changes to the class record.

TO DELETE A CLASS RECORD

Step 1. Key the function code "D" (delete) on the CLASS FILE SELECTION MENU SCREEN, then depress the TAB KEY.

Step 2. Key the Class Code of the record you wish to delete.

Step 4. Depress "F1".

Step 5. If no record is found having this Class Code, a beep will sound and a message will appear at the bottom of the screen indicating that no record with that code exists. Carefully check what you have keyed to see if a mistake was made which you may now correct.

Step 6. If the Class Record is found, the desired CLASS RECORD SCREEN will be displayed next.

Step 6. Carefully examine the screen. If this is indeed the record you wish to delete, depress "F1"; otherwise depress "F5" to leave the record intact..

Step 7. The CLASS FILE SELECTION MENU SCREEN will again appear containing a message that the function has been completed.

TO PRINT ALL CLASS RECORDS

Step 1. Key the function code "P" (print) on the CLASS FILE SELECTION MENU SCREEN, then depress "F1". The printer will begin to print all Class Records. This may take some time if there are many records in the file.

Step 2. When the printer has finished, a message will be displayed at the bottom of the CLASS FILE SELECTION MENU SCREEN indicating that the function has been completed. You may then proceed to select another function.

TO TERMINATE CLASS FILE MAINTENANCE

Step 1. Key the function code "X" on the CLASS FILE SELECTION MENU SCREEN, then depress "F1".

Step 2. The PRIMARY SELECTION MENU SCREEN will be displayed containing a message that the selected function has completed. You may then proceed to select another function.

```
12/03/82     PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM        PAGE   1
                                 CLASS RECORD

CLASS CODE:                      111

CLASS TYPE:                      10
SCHOOL/FACILITY/DIST NAME:       JOHNSON

IN-DISTRICT
    TEACHER NAME:                S SMITH
    TEACHER SS:                  345-66-7890
    AIDE PRESENT:                N
    CLASS BEGIN TIME:            08:30
    CLASS END TIME:              03:00
    MAX CLASS SIZE:              20


CLASS CODE:                      222

CLASS TYPE:                      11
SCHOOL/FACILITY/DIST NAME:       SNIDER

IN-DISTRICT
    TEACHER NAME:                ROBINSON
    TEACHER SS:                  332-22-8989
    AIDE PRESENT:                N
    CLASS BEGIN TIME:            09:15
    CLASS END TIME:              02:30
    MAX CLASS SIZE:              20


CLASS CODE:                      333

CLASS TYPE:                      39
SCHOOL/FACILITY/DIST NAME:       JOHNSON

IN-DISTRICT
    TEACHER NAME:                MORRIS
    TEACHER SS:                  370-09-6753
    AIDE PRESENT:                N
    CLASS BEGIN TIME:            08:45
    CLASS END TIME:              03:15
    MAX CLASS SIZE:              12
```

TO INITIATE REQUIRED REPORTING

REQUIRED REPORTING is the ability to automatically produce the following reports:

Montly Notification Report --Time Extensions Beyond 60 Days
Annual Plan Table 1

To initiate Required Reporting you must first indicate the Required Reporting function on the PRIMARY SELECTION MENU SCREEN. A REQUIRED REPORTING MENU SCREEN will then be displayed.

To initiate Required Reporting, follow these steps:

Step 1. Key the Required Reporting function code "R" on the PRIMARY SELECTION MENU SCREEN.

Step 2. Depress "F1".

Step 3. If the above steps were properly performed, the REQUIRED REPORTING MENU SCREEN will be displayed next. Refer to the appropriate section which follows to produce the desired report.

TO CREATE THE MONTHLY NOTIFICATION REPORT — TIME EXTENSIONS BEYOND 60 DAYS

Step 1. Key in the function code "M" (Monthly) in the REQUIRED REPORTING MENU SCREEN, then depress the TAB KEY.

Step 2. Key in the Report Date, giving the month, day, and year. This is the date on which the 60-day calculations for producing the report will be based. For instance, if you key in a Report Date of 11/15/82, the program will report all pupils having a 60-Day Begin Date before 09/16/82 who have not yet satisfied this date. Depress the TAB KEY.

Step 3. Key in the County Code, TAB, County Name, TAB, District Code, TAB, District Name, TAB, Chief School Administrator, and TAB.

Step 4. The cursor will now be positioned in the Prepare for Transmission field. If you do not intend to transmit this report at this time (you may simply run it for information purposes), key in an "N" and depress "F1". If you intend to transmit the report, key in a "Y" and depress "F1".

Step 5. If the above steps were properly performed, processing of the report will now begin and the printer will start printing, but don't go away--you may be needed.

Step 6. If a Pupil Record is encountred where the 60-day period has not been satisfied and where the Reason for Extension was "0" (other), you must supply a reason which will be printed on the report. Processing will halt and a message will be displayed at the bottom of the screen asking you to key in a reason for the pupil's extension (the name of the pupil will be given). You must enter the reason, then depress F1 for processing to continue.

Step 7. After all pupil records have been checked, the printer will finish printing the report and a message will be displayed at the bottom of the screen indicating that the function has completed. A sample of this report is shown on the next page.

NJDE 417 11 (9/80)　　　　MIS 05 D024

TO　OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

RE　MONTHLY NOTIFICATION REPORT OF TIME EXTENSIONS GRANTED FOR EVALUATIONS EXCEEDING 60 DAYS

COUNTY CODE:	21	DISTRICT CODE:	1234
COUNTY NAME:	MERCER	DISTRICT NAME:	PRINCETON

THE FOLLOWING PUPILS, BECAUSE OF REASONABLE EXTENUATING CIRCUMSTANCES, HAVE EXCEEDED 60 DAYS FOR THE COMPLETION OF A COMPREHENSIVE EVALUATION LEADING TO A DECISION ON CLASSIFICATION. THIS LISTING INCLUDES PUPILS WHO WERE PREVIOUSLY GRANTED EXTENSIONS AND ARE STILL INCOMPLETE AS WELL AS THOSE CASES JUST GRANTED EXTENSIONS. (DUE IN THE COUNTY OFFICE BY THE FIFTH OF EACH MONTH.) (N.J.A.C. 6:28-1.6(B))

NAME OF PUPIL			REASON FOR EXTENSION	NUMBER OF DAYS EXT'N GRANTED
BEJMA	RONALD	R	MEDICAL EVALUATION INCOMPLETE	004
SMITH	MARY		MEDICAL EVALUATION INCOMPLETE	030

FOR THE MONTH OF OCTOBER

CHIEF SCHOOL ADMINISTRATOR　JOHN JONES　　　　DATE: 10/01/83

TO CREATE THE ANNUAL PLAN TABLE 1 REPORT

Step 1. Key in the function code "A" (Annual Plan) on the REQUIRED REPORTING MENU SCREEN, then depress the TAB KEY.

Step 2. Key in the Report Date, giving the month, day, and year. This date will be used both in the heading of the report and to compare to the program implementation date in each pupil's record.

Step 3. Key in the County Code, TAB, County Name, TAB, District Code, TAB, District Name, TAB, Chief School Administrator, and TAB.

Step 4. The cursor will now be positioned in the Prepare for Transmission field. If you do not intend to transmit this report at this time (you may simply run it for information purposes), key in an "N" and depress "F1". If you intend to transmit the report, key in a "Y" and depress "F1".

Step 5. If the above steps were properly performed, processing of the report will now begin and the printer will start printing. Three reports will be printed:

- A list of all pupils not included in the Annual Plan. Although the reason for exclusion will not be given, the Date of Birth, Classification Status Code, and Classification Code will be shown to help you determine why the pupil was rejected.
- An Annual Plan Table 1 report containing all totals, with zeros appearing in all columns on the Gifted and Talented line (since gifted and talented pupils are not captured by the system).
- A second copy of the Annual Plan Table 1 report with the lines for Gifted and Talented and Total Other left blank. In this way you may insert the Gifted and Talented numbers using a typewriter and arrive at the correct Total Other numbers by adding the Gifted and Talented numbers to the totals on the first copy of the report.

Samples of these reports are given on the following pages.

Step 6. When the printer has finished printing, a message will be displayed at the bottom of the screen indicating that the function has completed.

```
                              STUDENTS BYPASSED FROM THE ANNUAL PLAN REPORT

  LAST NAME        FIRST NAME       MID INIT     DUP FLAG    BIRTH DATE  PRIM CLASS   CLASIFICATION


RUBINO            JUDI                            2          01/04/73       400           AHH
ROBINSON          JANE  -                                    09/09/73       400           ED
SAM               S                                          03/01/74       400           AHH
SCHNEIDERMAN      MARTIN              B                      05/17/74       810           DB
SMITH             SALLY               S                      01/01/76       999           NI
THOMPSON          ALAN                                       11/11/76       ...           PI
WATSON            DR                                         11/11/76       810           EMR
WILSON            W                                          02/04/77       400
```

198 1984
ANNUAL PLAN
FOR THE
EDUCATION OF ALL HANDICAPPED CHILDREN

MIS 058022

COUNTY: MERCER CODE: 12 DISTRICT/AGENCY: HOPEWELL CODE: 1234

TABLE 1
HANDICAPPED AND OTHER PUPILS RECEIVING SPECIAL EDUCATION
AND RELATED SERVICES ON DECEMBER 1, 1982
UNDUPLICATED COUNT

CATEGORY (A)	REGULAR CLASS AGE 3-5 (B)	REGULAR CLASS AGE 6-17 (C)	REGULAR CLASS AGE 18-21 (D)	SPECIAL CLASS AGE 3-5 (E)	SPECIAL CLASS AGE 6-17 (F)	SPECIAL CLASS AGE 18-21 (G)	SEPARATE SCHOOL AGE 3-5 (H)	SEPARATE SCHOOL AGE 6-17 (I)	SEPARATE SCHOOL AGE 18-21 (J)	OTHER ENVIRONMENT AGE 3-5 (K)	OTHER ENVIRONMENT AGE 6-17 (L)	OTHER ENVIRONMENT AGE 18-21 (M)	TOTAL (N)
HANDICAPPED													
01 EDUCABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
02 TRAINABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
03 AUDITORILY HANDICAPPED-HARD OF HEARING	0	1	0	0	1	0	0	0	0	0	0	0	2
04 AUDITORILY HANDICAPPED-DEAF	0	0	0	0	1	0	0	1	0	0	0	0	2
05 VISUALLY HANDICAPPED-PARTIALLY SIGHTED	0	0	0	0	1	0	0	0	0	0	0	0	1
06 VISUALLY HANDICAPPED-BLIND	0	0	0	1	1	0	0	0	0	0	0	0	2
07 DEAF-BLIND	0	0	0	0	2	0	0	0	0	0	0	0	2
08 COMMUNICATION HANDICAPPED	0	0	0	1	2	0	0	0	0	0	0	0	3
09 ELIGIBLE FOR SPEECH CORRECTION	0	2	2	0	0	0	0	0	0	0	0	0	4
10 EMOTIONALLY DISTURBED	0	0	0	0	2	2	0	0	0	0	0	0	4
11 ORTHOPEDICALLY HANDICAPPED	0	1	0	0	2	0	0	1	1	0	0	0	5
12 NEUROLOGICALLY IMPAIRED	0	0	0	0	2	0	0	1	0	0	0	0	3
13 PERCEPTUALLY IMPAIRED	0	0	0	1	1	3	0	0	0	0	0	0	5
14 CHRONICALLY ILL	0	0	0	0	2	0	0	0	0	0	1	0	3
15 MULTIPLY HANDICAPPED	0	0	0	0	2	1	0	0	0	0	0	0	3
16 TOTAL HANDICAPPED	0	4	2	3	21	6	0	3	1	0	1	0	43
OTHER													
17 SOCIALLY MALADJUSTED	0	0	0	0	3	0	0	0	0	0	0	0	3
18 ELIGIBLE FOR DAY TRAINING	0	0	0	0	0	0	0	3	0	0	0	0	3
19 GIFTED AND TALENTED	0	0	0	0	0	0	0	0	0	0	0	0	0
20 CLASSIFIED PUPILS RECEIVING SPEECH	0	0	0	2	4	0	0	0	0	0	0	0	6
21 TOTAL OTHER	0	0	0	2	7	0	0	3	0	0	0	0	12

11/82

42B

MIS 038023

1983 1984
ANNUAL PLAN
FOR THE
EDUCATION OF ALL HANDICAPPED CHILDREN

COUNTY: MERCER CODE 12 DISTRICT/AGENCY: HOPEWELL CODE: 1234

TABLE 1
HANDICAPPED AND OTHER PUPILS RECEIVING SPECIAL EDUCATION AND RELATED SERVICES ON DECEMBER 1, 1982
UNDUPLICATED COUNT

CATEGORY	REGULAR CLASS			SPECIAL CLASS			SEPARATE SCHOOL			OTHER ENVIRONMENT			TOTAL
	AGE 3-5	AGE 6-17	AGE 18-21	AGE 3-5	AGE 6-17	AGE 18-21	AGE 3-5	AGE 6-17	AGE 18-21	AGE 3-5	AGE 6-17	AGE 18-21	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
HANDICAPPED													
01 EDUCABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
02 TRAINABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
03 AUDITORILY HANDICAPPED-HARD OF HEARING	0	1	0	0	1	0	0	0	0	0	0	0	2
04 AUDITORILY HANDICAPPED-DEAF	0	0	0	0	1	0	0	1	0	0	0	0	2
05 VISUALLY HANDICAPPED-PARTIALLY SIGHTED	0	0	0	0	1	0	0	0	0	0	0	0	1
06 VISUALLY HANDICAPPED-BLIND	0	0	0	1	1	0	0	0	0	0	0	0	2
07 DEAF-BLIND	0	0	0	0	2	0	0	0	0	0	0	0	2
08 COMMUNICATION HANDICAPPED	0	0	0	1	2	0	0	0	0	0	0	0	3
09 ELIGIBLE FOR SPEECH CORRECTION	0	2	2	0	0	0	0	0	0	0	0	0	4
10 EMOTIONALLY DISTURBED	0	0	0	0	2	2	0	0	0	0	0	0	4
11 ORTHOPEDICALLY HANDICAPPED	0	1	0	0	2	0	0	1	1	0	0	0	5
12 NEUROLOGICALLY IMPAIRED	0	0	0	0	2	0	0	1	0	0	0	0	3
13 PERCEPTUALLY IMPAIRED	0	0	0	1	1	3	0	0	0	0	0	0	5
14 CHRONICALLY ILL	0	0	0	0	2	0	0	0	0	0	1	0	3
15 MULTIPLY HANDICAPPED	0	0	0	0	2	1	0	0	0	0	0	0	3
16 TOTAL HANDICAPPED	0	4	2	3	21	8	0	3	1	0	1	0	43
OTHER													
17 SOCIALLY MALADJUSTED	0	0	0	0	3	0	0	0	0	0	0	0	3
18 ELIGIBLE FOR DAY TRAINING	0	0	0	0	0	0	0	3	0	0	0	0	3
19 GIFTED AND TALENTED													
20 CLASSIFIED PUPILS RECEIVING SPEECH	0	0	0	2	4	0	0	0	0	0	0	0	6
21 TOTAL OTHER													

AD HOC REPORTING

AD HOC REPORTING enables each district to print lists of pupils who meet district-specified criteria. There are two fixed format reports produced (samples are given in Appendix II), a short form which will fit on 8½ x 11" continuous form paper, and a long form which will fit on 11 x 14" paper. At the top of each report the selection criteria you used to create the report will be given.

To illustrate some of the possibilities, any of the following lists may be created on an ad hoc basis:

- Pupils who are due for annual review
- Pupils who are sent to other districts for their schooling
- Pupils in a particular class
- Pupils who are on home instruction
- Pupils who have not yet been classified

In addition, mailing labels may be produced addressed to the pupil's parents or guardian. If a pupil has two sets of names and addresses stored in his computer record, then a mailing label will be printed for each. Labels may be printed for all pupils, a selected group of pupils, or for only one pupil.

Unless otherwise specified, reports and mailing labels will be produced in alphabetic order by pupil key.

To Initiate Ad Hoc

To initiate Ad Hoc, you must first indicate the Ad Hoc component function on the PRIMARY SELECTION MENU SCREEN (Steps 1-4 below). You may then proceed to select and tabulate groups of pupils, print reports, or print mailing labels.

Following are step-by-step directions for performing each of the Ad Hoc procedures.

To initiate Ad Hoc Reporting, follow these steps:

Step 1. Key the Ad Hoc function code "A" on the PRIMARY SELECTION MENU SCREEN.

Step 2. Depress the key marked "F1".

Step 3. If the above steps were properly performed, the AD HOC SCREEN will be displayed next. Refer to the next section, "To Specify Ad Hoc Fields".

Step 4. If you have made a keying error, then an appropriate message will be displayed at the bottom of the screen. Proceed back to Step 1 to correct the error.

To Specify the Ad Hoc Fields

Once the AD HOC SCREEN is on display, your next step will be to specify the ad hoc fields to be used as selection criteria. For example, if you are interested in all male pupils, then the "sex" field would be specified as an ad hoc field. If you are interested in all 10 to 13 year old pupils who are classified "ED" and who were first classified in 1981, then the following fields would be specified as ad hoc fields: classification code, date of birth, and first classified on date. The computer will count the number of pupils it has selected and notify you of this count before you actually print reports and/or mailing labels.

If you wish to select all pupils, this can be done in two ways:

- If you want to produce a report or mailing labels for all pupils in alphabetic order by pupil key, do not specify any selection criteria. When the screen appears, depress F1. When the Function field appears, select the function you desire and again depress F1.
- If you want to produce a report or mailing labels in a sequence other than alphabetic order by pupil key (i.e., by class), key in the field number of the field which determines the order you want to use (in this case the Class Code field), tab over to the Alternate Sequence field, leaving the From Value and To Value fields blank, key in an "X" and depress the TAB KEY followed by F1. When the Function field appears, select the function you desire and again depress F1.

The first 7 steps below are to be repeated for each field to be used for selection:

Step 1. Key the field number of a field to be used for selection. Use the Field Number Table given in Appendix I.

Step 2. Depress the TAB KEY.

If the field number keyed was not one of the field numbers in the Field Number Table, then a message to that effect will appear at the bottom of the screen and the computer will "beep". You must correct the keying error before proceeding further.

Otherwise, the computer will display the name of the field whose number was just keyed. This aid should be helpful for you to verify that you have specified the correct field.

Step 3. Specify the selection values in one of the ways indicated below. Note that when keying selection values, you must comply with the same rules used for keying pupil data as specified in the section entitled "Keying Rules and Data Definitions".

RANGE:
The selection values for a field may be specified as a range of values within which a pupil must be in order to be selected. A pupil will be selected if he is at either end point of the range or if he is strictly within that range. For example, you might select those pupils whose birth date is between 09/01/70 and 06/15/73 inclusive. To select pupils whose last name begins with "A" through "L", the range is specified as "A" through "LZZZ". Note that specifying "L" alone as the end of the range is not sufficient to select all the "A" through "L" pupils, as pupils whose names begin "LA", "LE", etc fall outside the "A" to "L" range. That is why specifying "LZZZ" as the end of the range pretty much insures capturing all of the "L" pupils. This "ZZZ" rule is a general one and may be used when selecting any range of pupils based on last name. To select all pupils who are receiving transportation as a related service, then the range to be used is "TR " to "TR9"; this takes into account pupils for whom the number of days of transportation was specified as well as those for whom the number of days was not specified.

In the above examples, the first date of 09/01/70 is the from-date and 06/15/73 is the to-date; "A" is the from-value and "LZZZ" is the to-value. If the from- and to-values are numbers, then the from-value must be less than the to-value. If the from- and to-values are dates, then the from-date must be chronologically earlier than the to-date. If the from- and to- values are alphabetic, then they must be in alphabetic order. Note that if you should key the to-value as blanks or if you TAB over it, then you have NOT specified a RANGE; rather, you have specified an EXACT VALUE.

When specifying a range of values, a word of caution is in order. Because of the way the sort works, you may not get what you expect. Numbers are sorted first in ascending order, followed by letters. However, the computer looks at each position in a field separately. What this means is that if you have fields with both all letters and with numbers and letters, they may become intermixed. For example, you may have the following class codes: A10, B10, AAA, BBB. The computer will order the first position (all letters), then the second (numbers followed by letters). Therefore, the above classes would be sorted as follows: A10, AAA, B10, BBB.

To specify a range of values, you must key the from-value, depress the TAB KEY, then key the to-value.

EXACT VALUE:
The selection value for a field may be specified as a particular single value that a pupil must match exactly in order to be selected. For example, you might select only those pupils who are classified as PI.

A blank value may be specified as an exact value by leaving From Value, To Value and Alternate Sequence fields blank.

To specify a particular single value, key the exact value in the area for the from-value, then depress the TAB KEY. Do not key a to-value.

Step 4. Depress the TAB KEY.

Step 5. The cursor will now be positioned in what is labeled the ALTERNATE SEQUENCE field. What this enables you to do is print your report in something other than pupil key sequence.

For example, you may wish pupils to be listed in classification date sequence. If there are multiple pupils with the same classification date, then the pupils will be listed by alphabetic key within classification date. When the computer prints the list of selected pupils in classification date sequence, it will print all pupils with the same classification month and year on the same page, printing a count of the number of such pupils at the bottom of the page. It will then begin printing on a new page for the next classification month and year.

Using the class code field as the sequence field turns the ad hoc report into class lists: pupils will be listed by alphabetic key within class code with a count of the number of pupils in each class appearing at the bottom of each page.

If you wish to use this field to sequence your report, key an "X" under the ALTERNATE SEQUENCE heading. Only one field may be specified as the sequence field; once a field has been so specified, the computer will not allow you to specify another one.

If you do not wish to sequence by the field just specified, then bypass this step.

Step 6. Depress the TAB KEY.

If the sequence information was not keyed according to the above rules, then a message to that effect will be displayed at the bottom of the screen and the computer will "beep". You must correct the keying error before proceeding further.

Step 7. You have now specified one ad hoc field. Proceed back to Step 1 to specify another ad hoc field if you wish.

If you wish to change any of the information which you have already keyed, you may depress F2 to reposition the cursor at the beginning of the first ad hoc field number. Note that there is room for you to specify eight ad hoc fields.

If you have finished specifying all of the ad hoc fields and are satisfied with your specifications, proceed to the next step.

Step 8. You may have the computer begin its actual selection by depressing F1. Relax.....This step will take a while (approximately one minute for every one hundred pupils in the Pupil File) as the computer must read through every pupil's stored information in order to determine which pupils meet all specified selection criteria.

If you have specified an Alternate Sequence, the computer must sort the records selected into that order. While this is occurring, various system messages will appear on your screen. This is normal and is not cause for worry. When the sort has completed, the Ad Hoc Reporting Screen will again appear.

When the computer has completed its selection, the cursor will be positioned in the Function field and a message will be displayed at the bottom of the screen indicating the number of pupils which have been selected. Key one of the following codes in the Function field.

"S" = Print a "short-form" ad hoc report
"L" = Print a "long-form" ad hoc report
"M" = Print mailing labels for all selected pupils
"N" = Specify brand new ad hoc fields
"X" = Return to PRIMARY SELECTION MENU SCREEN; Ad Hoc completed

Proceed to the appropriate step below to continue.

If the results are not as expected (i.e., no pupils were selected), you may change any of the selection criteria and run the selection step again by depressing F2 to bring the cursor to the top of the screen, making the desired change, and again depressing F1.

TO PRINT AN AD HOC REPORT:

Key "L" (long-form) or "S" (short-form) in the Function field and depress the TAB KEY.

The cursor will then be positioned in the Title-1 field. Key in the title you want printed at the top of every page of the ad hoc report (two lines are provided), and then depress the TAB KEY.

A message will then be displayed at the bottom of the screen directing you set up the printer with the proper paper. Once you have done so, depress F1 to begin the actual print process.

Take a break while the printer is printing; you may not use the computer until it has finished printing the ad hoc report.

A message will be displayed at the bottom of the AD HOC SCREEN when the computer has finished printing the report. Proceed to the appropriate step for your next ad hoc request.

TO PRINT MAILING LABELS:

Key "M" in the Function field and depress the TAB key.

A message will then be displayed at the bottom of the screen directing you to set up the printer with the mailing labels. (Four-up labels should be used, 3 2/10 x 1 7/16".) Once you have done so, depress F1 to begin the print process.

Take a break while the printer is printing; you may not use the computer until it has finished printing the mailing labels.

A message will be displayed at the bottom of the AD HOC SCREEN when the computer has finished printing the labels. Proceed to the appropriate step for your next ad hoc request.

TO SPECIFY BRAND NEW AD HOC FIELDS:

Key "N" in the Function field and depress the TAB key.

The ad hoc field information which previously appeared on the screen will be "erased" so that you may begin specifying fields from scratch. Proceed back to Step 1.

TO TERMINATE AD HOC:

Key "X" in the Function field and depress F1.

The ad hoc facility will be terminated and the PRIMARY SELECTION MENU SCREEN will be displayed with an appropriate message. You may now proceed with your next component function; proceed to the corresponding section of this Guide.

OPERATING SYSTEM UTILITIES

There are four operating system utilities which you will find necessary and helpful to use. They are:

- Backup
- Reformat
- List
- Communications

A description of each will be given on the following pages together with detailed instructions on how to use them.

BACKUP

The Backup utility makes a duplicate copy of the entire contents of a disk. This is necessary since it may happen that the disk you are working with develops a defect and the computer will no longer be able to read it. At these times you must rely on your Backup disk together with your log sheets to bring your files up-to-date.

The frequency with which you back up your disks depends, of course, on the amount of use you are giving the system. As a rule of thumb, we are recommending that you automatically back up your disks at the end of each day of use. Remember that your disks are just like tape cassettes and may be written over again and again so you need not use a new disk each time. We strongly recommend, however, that you keep at least two generations of Backup disks to cover your active disks and always write over the oldest set to back up the next time. This way if something goes wrong while you are backing up, you will still have the most recent set available. Note: do not back up a System Disk onto a disk that had previously been used to back up a Pupil Disk, and vice versa.

To back up your disks, follow these steps:

Step 1. Insert the System Disk into Drive 0 and close the door. Insert the backup disk in Drive 1. If you have Drives 2 and 3, make sure you do not have any disks in those drives.

Step 2. If you had not yet used the system that day, follow the Start of Day Procedure through Step 15.

If you had already set the Clock that day, exit from the SPECIAL system (selecting a function "X") and make sure READY appears on the screen (depress the RESTART and INT keys at the same time if it does not appear).

To back up the System Disk using a new (unused) backup disk:

```
System:       READY

You key:                BACKUP :D0,:D1       depress TAB KEY ↵

System:       DOS.H VER 2.6 BACKUP COMMAND

              DRIVE 1 SCRATCH?

You key:                Y                    depress TAB KEY ↵

System:       ARE YOU SURE?

You key:                Y                    depress TAB KEY ↵

System:       INITIALIZATION FORCED TO OUTPUT DISKETTE!

              FILE REORGANIZATION?

You key:                N                    depress TAB KEY ↵

System:       COPY WITH INITIALIZATION

                        (several minutes)

          *   BACKUP COMPLETE
              NO ERRORS ENCOUNTERED
              DATAPOINT'S DOS.H 2.6
              READY
```

You may remove the backup disk and label it.

* If an error occurs, you will get a different message. See page 56 for explanation.

To back up the Pupil Disk using a new (unused) backup disk:

INSERT SYSTEM DISK IN DRIVE 0 AND BACKUP DISK IN DRIVE 1.

System: READY

You key: BACKUP :D0,:D1 depress TAB KEY ↵

System: DOS.H VER 2.6 BACKUP COMMAND

DRIVE 1 SCRATCH?

You key: Y depress TAB KEY ↵

System: ARE YOU SURE?

You key: Y depress TAB KEY ↵

System: INITIALIZATION FORCED TO OUTPUT DISKETTE!

FILE REORGANIZATION?

REMOVE SYSTEM DISK. INSERT PUPIL DISK TO BE COPIED IN DRIVE 0.

You key: N depress TAB KEY ↵

System: COPY WITH INITIALIZATION

(several minutes)

```
*    BACKUP COMPLETE
     NO ERRORS ENCOUNTERED
     DATAPOINT'S DOS.H 2.6
     READY
     PUTIPL : D01
     WHAT?
```

You may remove the Pupil Disk and the backup disk. Label the backup disk.

* If an error occurs, you will get a different message.
See page 56 for explanation.

To back up the System Disk using a previously used backup disk:

```
System:       READY

You key:                BACKUP :D0,:D1     depress TAB KEY ↵

System:       DOS.H VER 2.6 BACKUP COMMAND

              DRIVE 1 SCRATCH?

You key:                Y                  depress TAB KEY ↵

System:       ARE YOU SURE?

You key:                Y                  depress TAB KEY ↵

System:       DO YOU WANT TO INITIALIZE THE DISKETTE?

You key:                N                  depress TAB KEY ↵

System:       FILE REORGANIZATION?

You key:                N                  depress TAB KEY ↵

System:       DO YOU WANT THE OUTPUT COPY VERIFIED?

You key:                Y                  depress TAB KEY ↵

System:       DO YOU WANT TO COPY UNALLOCATED CLUSTERS?

You key:                N                  depress TAB KEY ↵
```

```
System:        COPY WITH INTERLEAVED VERIFICATION PHASE

                         (several minutes)

         *     BACKUP COMPLETE
               NO ERRORS ENCOUNTERED
               DATAPOINT'S DOS.H 2.6
               READY
```

You may remove the backup disk and label it.

* If an error occurs, you will get a different message. See page 56 for explanation.

To back up the Pupil Disk using a previously used backup disk

INSERT SYSTEM DISK IN DRIVE 0 AND BACKUP DISK IN DRIVE 1.

System: READY

You key: BACKUP :D0,:D1 depress TAB KEY ↵

System: DOS.H VER 2.6 BACKUP COMMAND
DRIVE 1 SCRATCH?

You key: Y depress TAB KEY ↵

System: ARE YOU SURE?

You key: Y depress TAB KEY ↵

System: DO YOU WANT TO INITIALIZE THE DISKETTE?

You key: N depress TAB KEY ↵

System: FILE REORGANIZATION?

REMOVE SYSTEM DISK. INSERT PUPIL DISK TO BE COPIED IN DRIVE 0.

You key: N depress TAB KEY ↵.

System: DO YOU WANT THE OUTPUT COPY VERIFIED?

You key: Y depress TAB KEY ↵

System: DO YOU WANT TO COPY UNALLOCATED CLUSTERS?

You key: N depress TAB KEY ↵

```
System:     COPY WITH INTERLEAVED VERIFICATION PHASE

                          (several minutes)

          *    BACKUP COMPLETE
               NO ERRORS ENCOUNTERED
               DATAPOINT'S DOS.H 2.6
               READY
               PUTIPL : D01
               WHAT?
```

You may remove the Pupil Disk and backup disk. Label the backup disk.

* Note: If an error is detected, the following message will be displayed:

```
ERROR ON [READ/WRITE] DURING INITIALIZATION.
REORGANIZATION REQUIRED
```

Discontinue the Backup process at this time by depressing the RESTART and INT keys at the same time, then releasing them. Go back to Step 1 and use a different backup disk in Drive 1.

When an error is detected, part of the backup disk is marked as unusable. While you could continue, you may not be able to fit all the data from Drive 0 onto the output disk and attempting to continue may just be a waste of your time.,

REFORMAT

When records are deleted from a file, the space left by the deleted record is not reused. As new records are added, they are added at the end. What this means is that processing slows down as records are added out of sequence, and a disk can appear full when there is actually a great deal of empty space left.

```
FILE SPACE FULL.  MUST REFORMAT
```

What the Reformat utility does is to resequence all records within a file and close up all the gaps, thereby "freeing" all the unused space.

The Reformat utility should be run frequently, perhaps as a step immediately following Backup.

To Reformat your files, follow these steps:

Step 1. Insert the System Disk into Drive 0 and close the door.

Step 2. If you had previously used the System Disk that day, depress the RESTART and INT keys at the same time, then release them to restart the system. Several lines of information will be displayed, followed by the message "READY".

If you had not yet used the system that day, follow the Start of Day Procedures through Step 15 (you must key in the date and time). Wait for the message "READY" to appear on the screen.

Step 3. Insert the PUPIL1 Disk into Drive 1 (PUPIL2 into Drive 2, etc.). Note that <u>all</u> disks must be in drives with the doors closed in order for this utility to run.

Step 4. Key in "RUN REFORM" and depress the TAB KEY.

A series of clicking noises will be heard and messages will appear on the screen. When the Reformat is complete, the following messages will appear on the screen:

```
SHUTDOWN COMPLETE
READY
WHAT?
```

Step 5. Remove the disks from the drives.

LIST

The List utility will give you a list of all pupil records on your Pupil File. This can be very helpful whenever a question arises as to what records are on the file.

Lists will be displayed in key sequence for each disk and can be displayed on the screen (the first 80 characters of the record will appear) or printed (the first 133 characters will be printed).

To obtain a list of the records on the Pupil File, follow these steps:

Step 1. Insert the System Disk into Drive 0 and close the door.

Step 2. If you had previously used the System Disk that day, depress the RESTART and INT keys at the same time, then release them to restart the system. Several lines of information will be displayed, followed by the message "READY".

If you had not yet used the system that day, follow the Start of Day Procedures through Step 15 (you must key in the date and time). Wait for the message "READY" to appear on the screen.

Step 3. Insert the PUPIL1 Disk into Drive 1 (PUPIL2 into Drive 2, etc.) and close the doors.

Step 4. If you wish to display the list on the terminal, key in:

```
LIST PUPIL:D1;I
```

and depress the TAB KEY. Note that "D1" represents Drive 1.

The list will begin to scroll very quickly down the screen. To control this, use the DISPLAY key. When the key is depressed, the list will stop. When you lift your finger, the list will continue to scroll.

If you wish to print the list on the printer, key in:

```
LIST PUPIL:D1;I,L
```

and depress the TAB KEY. The system will prompt you:

```
ENTER HEADING
```

You may then key in a title which will appear at the top of the printed list. Depress the TAB KEY.

The list will begin to be printed.

If the list is long and you do not want the computer to continue displaying or printing, you may terminate the list by depressing the KEYBOARD key.

Step 5. When the list has finished, the system will display:

```
READY
WHAT?
```

You may then proceed to list the records on the disks in Drives 2 and 3 if you have them, and lastly on Drive 0 (pupil records will be written on the System Disk only if there is no longer room on the Pupil disks).

COMMUNICATIONS

Whenever reports are to be transmitted to the County office using the communications facilities, the following procedure should be followed:

Step 1. Make sure your modem is plugged in (the red "PWR" light will be "on").

Step 2. Insert the System Disk into Drive 0 and close the door.

Step 3. If you had previously used the System Disk that day, depress the RESTART and INT keys at the same time, then release them to restart the system. Several lines of information will be displayed, followed by the message "READY".

If you had not yet used the system that day, follow the Start of Day Procedures through Step 15 (you must key in the date and time). Wait for the message "READY" to appear on the screen.

Step 4. Depress the button labeled "(in)ANS" on the modem (the first white button on the left).

Step 5. Key in:

```
DPS15S
```

and depress the TAB KEY. Shortly thereafter the telephone will ring. Do <u>not</u> answer it. Various messages will appear on the screen. Transmission has ended when the following messages appear:

```
COMPLETED
RELOADING DOS
READY
```

Step 6. You may remove the System Disk.

KEYING RULES AND DATA DEFINITIONS

All keying is done at the position of the CURSOR. It is displayed as a blinking rectangle on your display screen.

Use the TAB KEY (the key marked ↵) to position the cursor at the beginning of the field which you wish to key. Always begin keying data at the beginning of the field.

If you are changing existing information, you will be keying the new information directly over the existing information. If the new information contains less characters than the old, don't worry about the old "tail" -- the computer will ignore it. If you are changing one or more characters in the middle of existing information but are not changing its length, then you will have to rekey that piece of information completely. For example, if you are changing "SMYTH" to "SMITH", you must key all five letters of "SMITH". If you only key "SMI" over "SMY", then the "TH" tail will be wiped out by the computer and you will be left with "SMI". This rule does not apply to keying dates (see below).

Whether keying new information or changing existing information, when you have keyed that piece of information, you must depress the TAB KEY to position the cursor at the start of the next field.

If you do not choose to key a particular piece of information, you may TAB right over that field and thus position the cursor at the next field. For example, if the cursor is positioned at classification date and you do not wish to key that date, then depressing the TAB KEY will cause the cursor to skip over the classification date and position itself at the next field (classification code) on the screen.

When you are keying a date field, the basic keying rules are that month, day, and year must all be keyed as 2-digit numbers as follows:

- month must be between 01 and 12 inclusive
- day must be between 01 and 31 inclusive
- year may be any 2 digit number unless specified otherwise on the following pages

If for any reason, you do not know the exact day of the month, you might choose to use the 15th as a "best guess". If you are changing a date, say from 09/15/82 to 09/17/82, then you only need to key the day; you need not rekey the month and year. Similarly if you are only changing the month or the year. Note that it is not necessary to TAB over the "/" mark in a date.

For keying certain information, space has been provided to allow for the keying of more than one value for that information. For example, up to three reasons for referral may be keyed. Whenever you key such 'multiple information', each value keyed for a pupil must be different. Further, if you are changing values already stored, and if a particular value no longer applies, then you may remove it by keying spaces over it. The computer will close up any physical gap which might have been created by blanking out that value. For example, say values "A", "B", and "C" are stored for the pupil and value "B" no longer applies. When you key spaces over value "B", then the computer will shift over value "C" so the remaining information looks like this: "A" and "C"; not like this: "A", blank, and "C".

The following table contains the keying rules for each element of information, listed by screen in the same sequence in which each appears on the screens. Only those fields which are absolutely required to be keyed are indicated "MUST BE KEYED". Any field which does not contain this rule may be left blank if it is not available or applicable.

If you make a mistake when keying information in a field, an error message will appear when you depress the TAB key. If you should depress the TAB key a second time without correcting the information, the prior value of that field will reappear. For example, if a CLASSIFICATION STATUS CODE was "C" and you incorrectly keyed over it with an "A" (an invalid code), when you again depress the TAB key, the "C" will reappear.

PRIMARY SELECTION MENU SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
FUNCTION	MUST BE KEYED as one of the following letters to indicate the component function to be initiated: "P" = Pupil Information Management "R" = Required Reporting "A" = Ad Hoc "C" = Class File Management "D" = Default Value Specification "U" = Operating System Utilities "F" = Free Field Labeling "X" = End Of Day Shutdown

PUPIL INFORMATION MANAGEMENT MENU SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
FUNCTION	MUST BE KEYED as one of the following to indicate the pupil information management function to be initiated "A" = Add a new pupil to the computer "B" = Browse a stored pupil without changing information "C" = Change a pupil's stored information "D" = Delete a pupil from the computer "P" = Print the pupil's stored information "V" = Set default values for common pupil information "X" = Exit from the pupil information management function, returning to the Primary Selection Menu Screen to select another component function
SCREEN CODE	If keyed, use the following table to indicate the first pupil screen to be displayed: "1" = Identifying Information Screen "2" = Contact Information Screen "3" = Process Information Screen "4" = Evaluation Information Screen "5" = Current Program Screen If the screen code is not keyed, then the Identifying Information Screen will be displayed first.
LAST NAME	MUST BE KEYED for all functions except "V" or "X". First character must be a letter of the alphabet. Must contain at least two letters. Remaining characters may be letters or blanks. One hyphen is also permitted after the first letter.
FIRST NAME	MUST BE KEYED for all functions except "V" or "X". First character must be a letter of the alphabet. First initial, instead of complete first name, may be keyed. If complete first name is keyed, the remaining characters may only be keyed as letters, blanks or hyphens.
MIDDLE INITIAL	If keyed, must be a letter of the alphabet.
DUP KEY INDICATOR	Used only to differentiate between two or more pupils on the computer's Pupil File who have been stored with the same key: first six letters of last name, first initial, middle initial. If keyed, may be any character at all.

IDENTIFYING INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
PUPIL'S NAME and DUP KEY INDICATOR	May be keyed to change a pupil's name. If keyed, follow the keying rules specified above for this information. Note that if you change any of the information which comprises the pupil's key (first 6 letters of last name, first initial, middle initial, dup key indicator), then the computer will check to be sure that there is not already another pupil stored with the same key. If there is, then you will have to further change this pupil's key so it is unique.
PUPIL ID	If your district identifies its pupils by some kind of student ID number, you may key it here. If you use Social Security Number for this purpose, you may code it using the embedded dashes if you wish. For example, you may key "123-45-6789".
SEX	MUST BE KEYED as one of the following: "M" = Male "F" = Female
DATE OF BIRTH	MUST BE KEYED as a valid date such that when the computer determines the pupil's age as of today, it is less than 22 years old.
ETHNIC GROUP	MUST BE KEYED as one of the following: "B" = Black "W" = White "H" = Hispanic "A" = Asian or Pacific Islander "N" = Native Alaskan or American Indian "O" = Other ethnic group
LANGUAGE OF PUPIL LANGUAGE OF HOME	If the predominant language of the pupil and/or the home is keyed, use the following table: "E" = English "S" = Spanish "G" = German "I" = Italian "F" = French "O" = Other language
DISTRICT CODE	MUST BE KEYED as the code of the district in which the pupil's parent or guardian lives. Note that if the state has guardianship of the pupil, not just custody, then this is the code of the district which is responsible for the pupil's education.

IDENTIFYING INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
COUNTY CODE	MUST BE KEYED as the code of the county in which the pupil's parent or guardian lives. Note that if the state has guardianship of the pupil, not just custody, then this is the code of the county which is responsible for the pupil's education.
COMMENTS	You may use this area to record any other pertinent information which will be displayed on every screen for this pupil. It may prove useful to note the fact that there is actually another pupil in the computer with the same name as this pupil and what the other pupil's duplicate name indicator is. You might also choose to note any special characteristics of this pupil which are not stored elsewhere in the computer. Note that comments may be keyed on any of the five pupil screens and are displayed exactly the same on these screens.

CONTACT INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
NAME OF PARENT OR GUARDIAN #1	MUST BE KEYED as the name of the pupil's parent(s), guardian(s) or other person(s) responsible for the pupil. Any symbols may be used; there must be at least 2 symbols. When mailing labels are printed by the computer, the information which is keyed here and in the corresponding address below will appear on the label.
STREET #1	MUST BE KEYED as the street address, route number or post office box number of the above person(s).
CITY #1	MUST BE KEYED as the city of the above address. Only letters of the alphabet and blanks may be used. There must be at least 2 letters.
STATE #1	MUST BE KEYED as the state or possession abbreviation of the above address. Must be one of the U.S. Postal Service-approved abbreviations as listed below: AL - Alabama AK - Alaska AZ - Arizona AR - Arkansas CA - California CZ - Canal Zone CO - Colorado CT - Connecticut DE - Delaware DC - District of Columbia FL - Florida GA - Georgia GU - Guam HI - Hawaii ID - Idaho IL - Illinois IN - Indiana IA - Iowa KS - Kansas KY - Kentucky LA - Louisiana ME - Maine MD - Maryland MA - Massachusetts MI - Michigan MN - Minnesota MS - Mississippi MO - Missouri MT - Montana NE - Nebraska NV - Nevada NH - New Hampshire NJ - New Jersey NM - New Mexico NY - New York NC - North Carolina ND - North Dakota OH - Ohio OK - Oklahoma OR - Oregon PA - Pennsylvania PR - Puerto Rico RI - Rhode Island SC - South Carolina SD - South Dakota TN - Tennessee TX - Texas UT - Utah VT - Vermont VA - Virginia VI - Virgin Islands WA - Washington WV - West Virginia WI - Wisconsin WY - Wyoming

CONTACT INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
ZIP CODE #1	This is the zip code of the above address. It should be keyed if known as it will expedite mail delivery when used. If keyed, must consist of 5 digits.
WHOSE ADDRESS CODE #1	MUST BE KEYED as one of the codes in the table below to indicate the relationship of the person(s) keyed above and whether the pupil is living at that address: "M" = Mother only "MS" = Mother & student "F" = Father only "FS" = Father & student "P" = Both parents only "PS" = Both parents & student "G" = Guardian only "GS" = Guardian & student "O" = Other person "OS" = Other person & student
NAME #2 ADDRESS #2 WHOSE ADDRESS CODE #2	This information relates to another person for whom address information is also desired. Mailing labels will also be computer-printed if this information is provided. If there is such an individual, as would be the case if the pupil's parents have separate residences, then key this information according to the above rules: name, street address, city, state, zip code and whose-address code.
TELEPHONE NUMBERS	These are the telephone numbers of the pupil's parent(s), guardian(s) or other persons. Up to three telephone numbers may be keyed. Code the area code first, followed by the remaining 7 digits of the telephone number. Note that if the area code is "609", it may be left blank and the rest of the telephone number keyed in the appropriate positions.
WHOSE NUMBERS	These codes identify the relationships of the pupil to the persons whose telephone numbers have been keyed and also indicate if each keyed number is a home or work number. If this information is available for any telephone number keyed, then key it using the following table: "MH" = Mother home "MW" = Mother work "FH" = Father home "FW" = Father work "PH" = Both parents home "PW" = Both parents work "GH" = Guardian home "GW" = Guardian work "OH" = Other person home "OW" = Other person work

CONTACT INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
FREE DATE	Key according to the rules as established by your district. The computer will edit the information keyed here to be a valid date of the form month, day, year.
FREE FIELDS	Key according to the rules as established by your district. The computer will not edit the information which is keyed here, so you should be very careful when keying it.
COMMENTS	You may use this area to record any other pertinent information which will be displayed on every screen for this pupil.

PROCESS INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
REFERRAL REASON CODES	Up to three different reasons why the pupil was initially referred may be indicated. If your district uses this information, then it should make up a table of codes to be used consistently to record this information. Any symbols may be used. Some examples of possible referral reason codes follow: "AG" = Aggressive behavior "AS" = Antisocial behavior "RD" = Reading difficulties "SP" = Speech difficulties "RR" = Reevaluation referral "O" = Other reason for referral
REFERRED BY	This is the name or title of the person who initially referred this pupil. If keyed, any symbols may be used.
CLASSIFICATION STATUS CODE	MUST BE KEYED. The classification status code indicates the current status of the pupil vis a vis the special services system. It is not the pupil's actual classification. Use the table below: "R" = Referred but not yet evaluated. The pupil's actual classification code MUST BE BLANK as there is no classification as yet. "N" = Referred but not to be classified. That is, the pupil has been referred but a decision has been made to not classify the pupil. The pupil's actual classification code MUST BE BLANK. "C" = Classified. The pupil's actual classification code MUST BE KEYED as one of the classification codes listed below. "E" = Reevaluation referral. The pupil's actual classification code must be one of the classification codes listed below. "D" = Declassified. The pupil's classification code may be present or blank. "F" = Referred again after declassification. The pupil's classification code may be present or blank. "M" = Moved from or left district; no longer tracked by the district. The pupil's classification code may be present or blank. "X" = Not in special education. These pupils will automatically be excluded from all required reports. Only pupils whose classification status code is "C" (classified) or "E" (reevaluation referral) will be included on the Annual Plan.

PROCESS INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
60-DAY BEGIN DATE	This is the date that begins the most recent 60-day period in which the pupil must be classified or a decision reached to not classify the pupil. If the 60-day period has not yet begun for this pupil, then leave this date blank. The 60-day begin date is used to determine if the pupil should be listed on the computer-printed 60-Day Report. That is, if the classification status code is either "R", "E", or "F", and if the 60-day begin date is at least 60 days earlier than the date on which the computer is printing the 60-day Report, then this pupil will appear on that report. Once keyed, the 60-day begin date becomes part of the pupil's historical record, even after classification, declassification, etc. However, when the pupil is reevaluated in the future, a new 60-day begin date must be keyed. When this happens, the computer will automatically blank out any evaluation extension information which was applicable to the last 60-day period. Thus, you must be careful if you are changing the 60-day begin date for any other reason (e.g. because it is incorrect in the pupil's record); the computer will erase the evaluation extension information if it exists and you must rekey it.
CLASSIFIED ON DATE	This is the most recent date on which either the pupil was classified or a decision was made to not classify the pupil. If this has not yet happened, then leave this date blank. Once keyed, this date becomes part of the pupil's historical record, even after re-referral, declassification, etc. However, when the pupil is reevaluated in the future, then a new classification date would be keyed. The classification date satisfies the end of the 60-day period.
DECLASSIFIED ON DATE	This is the date on which the pupil was declassified. If this has not happened, then leave this date blank. Once keyed, this date becomes part of the pupil's historical record, even after re-referral, classification, etc. However, if the pupil is declassified again in the future, then a new declassification date must be keyed. This declassification date satisfies the end of the 60-day period.

PROCESS INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
CLASSIFICATION	If the pupil has been classified, or if a decision was reached to not classify the pupil, then key the classification code using this table: "MH" = Multiply handicapped. At least two other handicapping conditions must also be keyed, neither being "ESC" or "MH" (refer to those rules below). "EMR" = Educable mentally retarded "TMR" = Trainable mentally retarded "PI" = Perceptually impaired "OH" = Orthopedically handicapped "NI" = Neurologically impaired "VIB" = Visually impaired - blind "VIP" = Visually impaired - partially sighted "AHD" = Auditorily handicapped - deaf "AHH" = Auditorily handicapped - hard of hearing "CH" = Communication handicapped - classified by the child study team "ESC" = Communication handicapped - eligible for speech correction "ED" = Emotionally disturbed "SM" = Socially maladjusted "CI" = Chronically ill (other health impaired) "DTE" = Eligible for day training "DB" = Deaf and blind "PS" = Preschool handicapped The classification code may only be left blank if the pupil has never been classified or if a decision was made to not classify the pupil. Such pupils will be automatically excluded from the Annual Plan.
OTHER HANDICAPPING CONDITIONS	Up to three other handicapping conditions may be keyed for a pupil who has been classified. If keyed, use the classification table above to key the conditions.

PROCESS INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
FIRST CLASSIFIED ON DATE	This is the date on which the very first classification decision was made for this pupil. If keyed, it must be earlier than or the same as the classified on date. The first classified on date should remain the same throughout the pupil's school career. By comparing the first classified on date to today's date, you can determine how long a pupil has been in special education. Leave this date blank if the pupil has not yet been classified.
DISTRICT ENTRANCE DATE	This is the date on which the pupil first enrolled in your district. It may be left blank if it is not known.
DISTRICT EXIT DATE	If this pupil did attend school in your district but left or moved and is no longer tracked by your district, then key the date on which the pupil left your district.
EVALUATION EXTENSION REASON CODE	If the pupil is not classified within 60 days of the 60-day begin date, then key the reason for the extension using one of these codes: "R" = Child study team reports incomplete "M" = Medical evaluation incomplete "S" = Specialized examination incomplete "P" = Parent or pupil unavailable "O" = Other reason for extension This code will appear on the 60-day report whenever the pupil is listed on it. Note that whenever the 60-day begin date is changed, the evaluation extension reason code and number of days extended are blanked out automatically if they exist. This is because the computer assumes that a new evaluation period has begun and the extension information which is present no longer applies as it refers to the previous evaluation period. If this is not satisfactory, you will have to rekey this information after the computer wipes it out.

PROCESS INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
NUMBER OF DAYS EXTENDED	If the pupil is not classified within 60 days of the 60-day begin date, then key the number of days extended as a number in the range 1 through 999 inclusive. This information will appear on the 60-day report whenever the pupil is listed on it. Note that whenever the 60-day begin date is changed, the evaluation extension reason code and number of days extended are blanked out automatically if they exist.
BASIC PLAN CONFERENCE DATE	This is the date on which the most recent basic plan (IEP) conference or annual review took place. Leave it blank if these have not taken place as yet. Whenever this date is keyed, the computer will automatically blank out the parent attendance at conference. This is because the computer assumes that another conference has been held and the information relating to parental attendance no longer applies as it referred to the previous conference. The computer will also automatically blank out the placement waiver reason code and date if they exist.
PARENT AT CONFERENCE CODE	This code indicates whether or not the pupil's parent(s) or guardian(s) attended the above basic plan conference. If keyed, use one of these codes: "Y" = Yes, parent(s) or guardian(s) attended "N" = No, parent(s) or guardian(s) did not attend Whenever the basic plan conference date is changed, the computer will automatically blank out the parent at conference code. This information may be left blank if it is not known.
INSTRUCTIONAL GUIDE DATE	This is the date on which the most recent instructional guide was prepared. Leave this information blank if it is not known.

PROCESS INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
PLACEMENT WAIVER REASON CODE	If the pupil's placement in a class requires a waiver, then key the reason for the waiver using one of these codes: "S" = Class size maximum exceeded "A" = Class age range exceeded "P" = Pupil classification does not match program "O" = Other reason or multiple reasons for waiver Note that whenever the basic plan conference date is changed, the waiver reason code and date are blanked out automatically if they exist. This is because the computer assumes that a new placement will be made based on a new conference. The waiver information which is present no longer applies as it refers to the previous placement. If this is not satisfactory, you will have to rekey this information after the computer wipes it out.
PLACEMENT WAIVER DATE	If the pupil's placement in a class requires a waiver, then key the date on which the waiver was issued from the County office. Note that whenever the basic plan conference date is changed, the waiver reason code and date are blanked out automatically if they exist.
FREE DATE	Key according to the rules as established by your district. The computer will edit the information keyed here to be a valid date of the form month, day, year.
FREE FIELD	Key according to the rules as established by your district. The computer will not edit the information which is keyed here, so you should be very careful when keying it.
COMMENTS	You may use this area to record any other pertinent information which will be displayed on every screen for this pupil.

EVALUATION INFORMATION SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
TEAM IDENTIFIER	This is a code, or identifier, given by your district to the child study team which is currently responsible for this pupil. Any symbols may be used. Leave blank if your district does not use this information.
EVALUATION DATES	These are the dates of the most recent evaluations which were performed. Complete only those of the following which are applicable to this pupil: Psychological Social work LDTC Medical Speech/language Neurological Psychiatric
SPECIALISTS	These are the names of the specialists who performed the above evaluations. If the specialist who performed an evaluation is different from the classifying child study team member, you may key both names in the area (or only the initials if there is not sufficient space) -- for example, if John Smith performed the evaluation and Mary Jones was the team member, you might key "J SMITH/MJ" or "JS/MJ". Any symbols may be used.
FREE FIELDS	Key according to the rules as established by your district. The computer will not edit the information which is keyed here, so you should be very careful when keying it. You might use these free fields and the corresponding free dates for other evaluations or to identify members of the classifying child study team.
FREE DATES	Key according to the rules as established by your district. The computer will edit the information keyed here to be a valid dates of the form month, day, year.
COMMENTS	You may use this area to record any other pertinent information which will be displayed on every screen for this pupil.

CURRENT PROGRAM SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
PROGRAM IMPLEMENTATION DATE	This is the date on which the pupil's current program was actually begun. In order for the pupil to be included on the computer-produced Annual Plan, this date MUST BE KEYED and be prior to December 1 of the current school year.
SEND/RECEIVE CODE	This code is used to indicate a pupil whose parent or guardian lives in one district but who goes to school in another district, including MCSSSD and the Mercer County Vocational School District. Note that if the state has guardianship of the pupil, not just custody, then the "district lived in" should be construed to mean the district which is responsible for the pupil's education. If the pupil's parent or guardian lives in the same district in which the pupil goes to school, then leave this code blank. Otherwise, key this code as follows: "S" = The pupil is SENT to another district for schooling and his parent or guardian lives in this district. "R" = The pupil is RECEIVED in this district for schooling and his parent or guardian lives in another district.
SHARED-TIME CODE	This code is used to indicate a pupil who is either sent out of district or received from another district and whose primary class placement is on a shared-time basis. Y = Yes, shared time N = No, not sharted time Otherwise, leave this code blank.
GRADE	Key the pupil's current grade using the following table: "PS" = Preschool "K" = Kindergarten "1" = First grade "2" = Second grade "3" = Third grade "4" = Fourth grade "5" = Fifth grade "6" = Sixth grade "7" = Seventh grade "8" = Eighth grade "9" = Ninth grade "10" = Tenth grade "11" = Eleventh grade "12" = Twelfth grade "PG" = Post graduate "UG" = Ungraded

CURRENT PROGRAM SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

DATA	KEYING RULES/DEFINITIONS
RELATED SERVICE CODES	These codes refer to the related services the pupil is currently receiving. Up to six services may be keyed. Each service code may be followed by a digit, 1 through 9, to indicate the number of times per week the service is given. For example, if the pupil receives speech therapy three times per week, "ST3" would be keyed. Use the following table to key the related service codes: "TR" = Transportation "OT" = Occupational therapy "PT" = Physical therapy "CO" = Counseling "ST" = Speech therapy "AU" = Audiological services "MD" = Medical services "RE" = Recreation "FA" = Fine arts therapy "AP" = Adaptive physical education "PC" = Parent counseling/training "O" = Other related service(s)
CLASS CODES	These are the codes assigned by your district to the pupil's current primary and secondary classes. Class codes must first be keyed into the computer's Class File before they are keyed into the Pupil File. If the computer does not accept the class code which you key, that means that it was not previously keyed into the Class File. You should therefore complete your processing of this pupil without keying this particular class code. You should then perform class file management and add a class with the needed code. Then you may return to pupil information management and change this pupil by keying the now valid class code. If the pupil has only one placement, then leave the secondary class code blank. If a pupil is mainstreamed and also has a special education placement, then the code of the special education class should be indicated as primary. Pupils whose primary class code is blank will be excluded from the Annual Plan.

CURRENT PROGRAM SCREEN
KEYING RULES AND DATA DEFINITIONS
CONTINUED

<table>
<tr><th>DATA</th><th>KEYING RULES/DEFINITIONS</th></tr>
<tr><td>OTHER CLASS PLACEMENT INFORMATION</td><td>This information for the primary and secondary class placements is determined by the computer, based on its Class File, and may not be changed on this screen.
Note that funding is based on the primary class placement information.
If any of this information is, however, not accurate, you may change it on the Class File. That, in turn, will cause the information to be properly displayed on this pupil screen and correctly reported on the computer-printed reports.
The class placement information which is displayed on this screen includes the following in addition to the Class Code:
<table>
<tr><th>In-district placements:</th><th>Out-of-district placements:</th></tr>
<tr><td>Class Type (Program code)</td><td>Class Type</td></tr>
<tr><td>School name</td><td>County code</td></tr>
<tr><td>Teacher name</td><td>District or facility code</td></tr>
<tr><td></td><td>District or facility name</td></tr>
<tr><td></td><td>Program Type</td></tr>
</table>
A list of the various program codes to be used to determine Class Type and Program Type may be found in the Class File keying rules further on in this section. Note that out-of-district placements require two program codes: one to indicate the type of facility, such as private or vocational school, the other to indicate the actual program, such as socially maladjusted.</td></tr>
<tr><td>FREE FIELD</td><td>Key according to the rules as established by your district. The computer will not edit the information which is keyed here, so you should be very careful when keying it.</td></tr>
<tr><td>COMMENTS</td><td>You may use this area to record any other pertinent information which will be displayed on every screen for this pupil.</td></tr>
</table>

CLASS RECORD SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DATA DEFINITIONS
CLASS CODE	May be changed on this screen. If you do change the code, the program will check to make sure that there is not already another class record having this code.
CLASS TYPE	This is a number relating to the program served by this class. Use the following table for these codes:

CODE	IN-DISTRICT PLACEMENTS
10	Fully mainstreamed
11	Supplemental instruction program
20	Educable Mentally Retarded program
21	Trainable Mentally Retarded program
22	Perceptually Impaired program
23	Orthopedically Handicapped program
24	Neurologically Imapaired program
25	Visually Impaired program
26	Auditorily Handicapped program
30	Communications Handicapped program
31	Emotionally Disturbed program
32	Socially Maladjusted program
33	Chronically Ill program
34	Multiply Handicapped program
35	Part-time vocational special program
36	Full-time vocational special program
38	Pre-school special program
39	Resource room special program
62	Home instruction at direction of CST
63	Home instruction at direction of physician
	OUT-OF-DISTRICT/STATE PLACEMENT
40	Private placement or sheltered workshop
41	Schools for the deaf
42	Demonstration-State colleges
43	Day-training centers
44	Regional
52	Other public schools - in state
53	Other public schools - out-of-state
54	County Board of Special Services, Jointures or Commissions
60	Other

CLASS RECORD SCREEN
KEYING RULES AND DATA DEFINITIONS (Cont'd)

DATA	KEYING RULES/DATA DEFINITIONS
SCHOOL/ FACILITY/ DIST NAME	If a Class Type was keyed in, this MUST BE KEYED. For In-District classes, this would be the name of the school or facility. For Out-Of-District classes, key in the name of the facility or district.
TEACHER NAME	If an In-District Class Type was keyed in, this MUST BE KEYED.
TEACHER SS#	If an In-District Class Type was keyed in, this MUST BE KEYED. Only numbers will be accepted by the computer.
AIDE?	Y = Yes, aide present N = No, no aide present You may leave this blank if you do not know.
START TIME END TIME	If an In-District Class Type was keyed in, these MUST BE KEYED in the form HH:MM where HH represents the hour and should be a number between 01 and 12, and MM represents the minutes and must be a number between 00 and 60.
MAX SIZE	If an In-District Class Type was keyed in, this MUST BE KEYED as a number between 1 and 20. Refer to the following chart:

MAXIMUM CLASS SIZE TABLE

Class Type	Without an Aide	With Aide
Auditorily handicapped	8	11
Chronically ill	15	20
Communication handicapped	8	11
Emotionally disturbed	8	11
Mentally retarded - educable	15	20
Mentally retarded - trainable	10	13
Multiply handicapped	8	11
Neurologically impaired	8	11
Orthopedically handicapped	10	13
Perceptually impaired	12	16
Socially maladjusted	12	16
Visually handicapped	8	11
Resource Room	20	20

Mentally retarded - Eligible for day training - 9 pupils per classroom with a pupil/staff ratio of three to one

CLASS RECORD SCREEN
KEYING RULES AND DATA DEFINITIONS (Cont'd)

DATA	KEYING RULES/DATA DEFINITIONS
PROGRAM TYPE	If an Out-Of-District Class Type was keyed in, this MUST BE KEYED in as one of the Primary Program Codes corresponding to the type of program served by the class. For example, if the pupil were placed at Katzenbach, the Class Type would be "41" (schools for the deaf) and the Program Type might be "26" (auditorily handicapped program). See the In-District codes given under CLASS TYPE.
COUNTY CODE	If an Out-Of-District Class Type was keyed in, this MUST BE KEYED as a two-digit number.
DIST/ FACILITY CODE	If an Out-Of-District Class Type was keyed in, this MUST KEYED
RESIDENTIAL STATUS CODE	R = residential placement. Otherwise leave blank.

AD HOC SCREEN
KEYING RULES AND DATA DEFINITIONS

DATA	KEYING RULES/DEFINITIONS
AD HOC FIELD NUMBER	Must be one of the numbers given in the Field Number Table in Appendix I. Each ad hoc field number may only be specified once on the AD HOC SCREEN with the exception of the following: 40 - Reasons for Referral May be used 3 times 49 - Other HC Conditions May be used 3 times 89 - Related Service Codes May be used 6 times 95 - Class Codes May be used 2 times If any of the 'multiple information' fields (reason for referral codes, other handicapping conditions, related service codes) is used as an ad hoc field, then the computer will search all of a pupil's values of this field, trying to satisfy the selection criteria.
FROM VALUE TO VALUE	Must follow the keying rules for the field specified
ALTERNATE SEQUENCE	Must be X or left blank. X may only appear once on a screen.
FUNCTION	Must be S, L, M. N. or X.
TITLE-1 TITLE-2	You may give the reports any title you wish.

RECOVERY PROCEDURE

In the event that the disks you are working with become unusable, you must "recover". To accomplish this, do the following:

Step 1. Obtain your most current set of backup disks, noting the date on which they were created.

Step 2. BACK UP THESE DISKS BEFORE GOING ANY FURTHER. Do not write over your other set of backup disks to do this. Label these new backup disks and set them aside.

Step 3. Obtain the log sheets from the date on the backup disks you are using.

Step 4. Using your log sheets, reenter the transactions listed. Remember that class file transactions were not logged by the system. To find out the contents of the Class File on your backup disks, selection Function "P" from the Class File Menu.

Step 5. When you have fully recovered, back up these disks before proceeding to enter new data.

SYSTEM MESSAGES

	Messages	Definitions
001	DATA NOT VALID -- PLEASE CORRECT	The entry did not pass the editing checks either because what was keyed was not acceptable or because it was left blank when an entry was required.
002	DATA MAY BE AUTOMATICALLY CHANGED BY THE COMPUTER	A change made by the user has triggered an automatic change made by the computer.
003	REQUESTED FUNCTION COMPLETE — READY FOR NEXT REQUEST	Control has been passed back to this function from another. This message will only appear on menu screens.
004	REQUIRED INFORMATION MISSING — PLEASE ENTER	The user has not entered data in a required field.
005	FUNCTION CANCELLED AT USER REQUEST	The user has depressed F5.
006	DEPRESS F1 TO PROCEED	To accomplish the desired function, you must depress F1.
007	PUPIL RECORD NOT FOUND	A record does not exist for the pupil name as keyed on the menu. Check to see that you keyed it correctly. If you are not sure of the key, run the LIST utility.
008	FILE SPACE FULL — MUST REFORMAT	No more records may be added to the file. Follow the directions for reformatting.

SYSTEM MESSAGES (Continued)

	Messages	Definitions
009	DEPRESS F1 TO DELETE — F5 TO CANCEL	The program is in delete mode and the record to be deleted has been found but not yet deleted.
010	PUPIL MAINTENANCE COMPLETE	Control has been passed back to the Primary Menu Program from the Pupil Maintenance Program.
011	CLASS CODE NOT ON FILE — PLEASE REKEY CODE	A class record does not exist for the Class Code keyed on the Current Program screen.
012	CHAIN FILE ERROR — CONTACT SUPERVISOR	These messages may appear under several conditions: o A disk is in a drive incorrectly o Data on the disk has been damaged o There is a hardware problem Do the following: 1. Check all disks to see that they are inserted in the drives correctly and try the procedure again. 2. If it still does not run, try the procedure using your backup disks. 3. If there is still a problem, call for assistance.
013	AD HOC FILE ERROR — CONTACT SUPERVISOR	
014	LOG FILE ERROR — CONTACT SUPERVISOR	
015	CONTROL FILE ERROR — CONTACT SUPERVISOR	
016	LABEL FILE ERROR — CONTACT SUPERVISOR	
017	PUPIL FILE ERROR — CONTACT SUPERVISOR	
018	CLASS FILE ERROR — CONTACT SUPERVISOR	
019	FILE NOT FOUND	The program has attempted to read a file which it cannot find. Either the wrong name was given, or the wrong disk has been inserted.

SYSTEM MESSAGES (Continued)

	Messages	Definitions
020	CLASS CODE NO LONGER VALID	The Class Record with this code has been deleted. You must delete the code from the pupil record to proceed.
021	PRINTER NOT TURNED ON	Processing cannot proceed until the printer is turned on.
022	REFORMAT PROGRAM PROCEEDING	This message is to alert you that the Reformat Utility is running.
023	REFORMAT PROGRAM COMPLETE	The Reformat Utility has finished.
024	DO NOT DISTURB -- SEARCHING FILE	During Ad Hoc processing, the program is reading all records on the file to see if they meet the specified requirements. This may take several minutes.
025	PUPIL IN USE --TRY AGAIN LATER	Where more than one terminal is working with the same files, only one may access a record at a time.

APPENDIX I

Field Number Table

Field Name	Number
Screen 1 -	
Last Name	01
First Name	02
MI	03
Duplicate Ind	04
Pupil ID	05
Sex	06
Date of Birth	07
Ethnic Group	08
Language of Pupil	09
Language of Home	10
Residence District Code	11
Residence County Code	12
Comments	13
Screen 2 -	
Parent/Guardian-1 Name	14
Street-1	15
City-1	16
State-1	17
Zip-1	18
Whose Address-1	19
Parent/Guardian-2 Name	20
Street-2	21
City-2	22
State-2	23
Zip-2	24
Whose Address-2	25
Telephone-1	26
Whose Number?-1	28
Telephone-2	29
Whose Number?-2	31
Telephone-3	32
Whose Number?-3	34
Free Date-2A	35
Free Field-2B	36
Free Field-2C	37
Free Field-2D	38
Free Field-2E	39

Field Number Table (Continued)

Field Name	Number
Screen 3 -	
Reason for Referral-1	40 *
Reason for Referral-2	41
Reason for Referral-3	42
Referred By	43
Classification Status Code	44
60-Day Begin Date	45
Classified On	46
Declassified On	47
Classification	48
Other Handicapping Conditions-1	49 *
Other Handicapping Conditions-2	50
Other Handicapping Conditions-3	51
First Classified	52
District Entrance Date	53
District Exit Date	54
Evaluation Extension Reason	55
Number of Days Extended	56
Basic Plan Conference Date	57
Parent at Conference?	58
IG Date	59
Placement Waiver Reason Code	60
Placement Waiver Date	61
Free Date-3A	62
Free Field-3B	63

Field Number Table (Continued)

Field Name	Number
Screen 4 -	
Team Identifier	64
Psychological Eval Date	65
Psychologist	66
Social Work Eval Date	67
Social Worker	68
LDTC Eval Date	69
LDTC Specialist	70
Medical Eval Date	71
Physician	72
Speech/Lang Eval Date	73
Speech/Lang Specialist	74
Neurological Eval Date	75
Neurologist	76
Psychiatric Eval Date	77
Psychiatrist	78
Free Date-4A	79
Free Field-4A	80
Free Date-4B	81
Free Field-4B	82
Free Date-4C	83
Free Field-4C	84
Screen 5 -	
Program Implementation Date	85
Send/Receive Code	86
Shared-Time Code	87
Grade	88
Related Service Code-1	89 *
Related Service Code-2	90
Related Service Code-3	91
Related Service Code-4	92
Related Service Code-5	93
Related Service Code-6	94
Primary Class Code	95 *
Secondary Class Code	96
Free Field-5A	97

* For Ad Hoc Reporting, use this number only when referring to any of the fields in this series.

APPENDIX II

Examples of Ad Hoc Reports

Class Lists

You may obtain class lists for individual classes or for a group of classes.

To obtain a list for one class:

Step 1. On the Ad Hoc Reporting Screen, key in the Field Number "095" (Primary Class Code) and depress the TAB KEY (both primary and secondary class code fields will be checked).

Step 2. In the From Value field, key in the code of the class for which you want a list printed and depress the TAB KEY.

Step 3. Depress F1.

Step 4. After the computer has finished processing, key in either an S or L in the Function field and depress the TAB KEY.

Step 5. Key in a title, depressing the TAB KEY after each line.

Step 6. Depress F1. Your class list will be printed.

To obtain lists for a group of classes:

Step 1. On the Ad Hoc Reporting Screen, key in the Field Number "095" (Primary Class Code) and depress the TAB KEY (both primary and secondary class code fields will be checked).

Step 2. In the From Value field, key in the code of the first class in the group and depress the TAB KEY.

Groups of classes consist of all classes or subsets. When sequencing, numbers would come first in ascending order, followed by alphabetic characters. For example, the following class codes would be ordered as shown by the computer:

100	A10	BBB
200	A20	CCC

When asking for all classes, you would get class 100 first and CCC last.

Step 3. In the To Value field, key in the code of the last class in the group and depress the TAB KEY.

Step 4. In the Alternate Sequence field, key in an X and depress the TAB KEY.

Step 5. Depress F1.

Step 6. After processing has completed, key in either an S or L in the Function field and depress the TAB KEY.

Step 7. Key in a title, depressing the TAB KEY after each line.

Step 8. Depress F1. Your class lists will be printed.

```
                               CLASS LIST FOR CLASS CODE 20                                             PAGE    1
                                                                                    DATE: 11/22/82

                               --------------------------------------------------------------
                               !        SELECTION CRITERIA SPECIFIED FOR THIS REPORT        !
                               !                                                            !
                               !SPECIFIED                FROM          TO               SEQ!
                               !FIELD NAME               VALUE         VALUE            FLD!
                               !                                                            !
                               !CLASS CODE               000000000020                       !
                               --------------------------------------------------------------

                                  BIRTH    ETH  STAT   60-DAY   CLASSIF   CLASSIF  IEP CONF  TEAM  PGM IMP   S/R              CLASS
          PUPIL              SEX  DATE     GRP  CODE   DATE     DATE      CODE     DATE      ID    DATE      CODE  GRADE  PRIM  SEC

BILLINGS       PETER          M   01/19/66  O    C              05/01/80  PI       04/15/80  88    09/01/82        9      20
CAMERON        SUSAN          F   11/11/68  W    C              10/21/81  PI       10/15/81  88    09/01/82        8      20
EDWARDS        MARY           F   10/12/67  W    C              08/19/81  PI       08/17/81  88    09/01/82        8      20
FARRELL        JAMES          M   03/01/68  W    C              05/09/80  PI       04/30/80  88    09/01/82        8      20
HALL           ERIC           M   09/27/68  B    C              04/01/82  PI       03/25/82  88    09/01/82        7      20
MORRIS         PATRICIA       F   10/30/68  W    C              03/05/80  PI       02/10/80  88    09/01/82        7      20

                                                                                  TOTAL PUPILS THIS REPORT:        6
```

Pupils Due for Reevaluation

Step 1. On the Ad Hoc Reporting Screen key in Field Number "44" (Classification Status Code) and depress the TAB KEY.

Step 2. In the From Value field key in "C" and depress the TAB KEY three times.

Step 3. The cursor will now be in the next Field Number field. Key in "46" (Classified On) and depress the TAB KEY.

Step 4. In the From Value field key in a date more than three years old and depress the TAB KEY.

The first time you run this report, you should probably pick a date at least four years old. If you then run the report monthly, the date should be the first of the month exactly three years ago. For example, if you would like a list of all pupils due for reevaluation in January 1983, you would enter a From Date of 01/01/80.

Step 5. In the To Value field enter a date that is the last day of the month three years prior to the month of the report. Using the above example, the date would be 01/31/80. Depress the TAB KEY.

Step 6. Depress F1.

Step 7. After selection processing has completed, key in either an S or L in the Function field and depress the TAB KEY.

Step 8. Key in a title, depressing the TAB KEY after each line.

Step 9. Depress F1. Your report will be printed.

```
                                     PUPILS DUE FOR REEVALUATION DURING THE MONTH OF NOVEMBER                PAGE    1
                                                                                            DATE: 11/22/82

                                     --------------------------------------------------
                                     |         SELECTION CRITERIA SPECIFIED FOR THIS REPORT  |
                                     |                                                      |
                                     |SPECIFIED                 FROM          TO          SEQ|
                                     |FIELD NAME                VALUE         VALUE       FLD|
                                     |                                                      |
                                     |CLASSIFICATION STATUS     C                            |
                                     |CLASSIFICATION DATE       11/01/79      11/31/79       |
                                     --------------------------------------------------

                                    BIRTH    ETH  STAT  60-DAY   CLASSIF   CLASSIF  IEP CONF  TEAM  PGM IMP   S/R            CLASS
         PUPIL                 SEX  DATE     GRP  CODE  DATE     DATE      CODE     DATE      ID    DATE      CODE  GRADE  PRIM  SEC

BEJMA         R         R  1   M   09/09/62   W    C             11/13/79  EMR      11/12/79        09/01/82          12     400
JONES         SAM              M   09/09/68   B    C             11/02/79  VIP      10/29/79        09/01/82          8      440
MILLER        JOE       M      M   01/01/69   W    C             11/16/79  SM       11/10/79        07/01/82          7      480
SMITH         COLETTE          F   01/01/75   W    C             11/20/79  PS       11/19/79        09/01/82          1      700

                                                                                          TOTAL PUPILS THIS REPORT:        4
```

Pupils Receiving Transportation As A Related Service

Step 1. On the Ad Hoc Reporting Screen key in Field Number "89" and depress the TAB KEY (the program will look at all six related service code fields).

Step 2. In the From Value field, key in "TR" and depress the TAB KEY.

Step 3. In the To Value field key in "TR9" and depress the TAB KEY.

This may be omitted if you have not specified the number of days that the pupil is being transported together with the code.

Step 4. Depress F1.

Step 5. After processing has completed, key in either an S or L in the Function field and depress the TAB KEY.

Step 6. Key in a title, depressing the TAB KEY after each line.

Step 7. Depress F1. Your report will be printed.

```
     PUPILS RECEIVING TRANSPORTATION AS A RELATED SERVICE DURING     PAGE     1
                    THE 1982 SCHOOL YEAR

DATE: 11/22/82

          ---------------------------------------------------------
          |      SELECTION CRITERIA SPECIFIED FOR THIS REPORT      |
          |                                                        |
          |SPECIFIED                FROM         TO            SEQ|
          |FIELD NAME               VALUE        VALUE         FLD|
          |                                                        |
          |RELATED SERVICE CODES    TR           TR9               |
          ---------------------------------------------------------

                                BIRTH     STAT     60-DAY     CLASSIF   CLASSIF
         PUPIL                  DATE      CODE      DATE       DATE      CODE

ADAMS       ALLEN     A        11/11/62     E     06/30/82   09/01/80     ED
BENNETT     RANDY              09/09/63     E     08/08/82   08/01/81     MH
CAMERON     SUSAN              11/11/68     C                10/21/81     PI
EDWARDS     MARY               10/12/67     C                08/19/81     PI
HALL        ERIC               09/27/68     C                04/01/82     PI
JADNEY      BRIAN     R        03/01/66     C     01/01/82                ESC
JONES       SAM                09/09/68     C                11/0[illegible]/79     VIP
MILLER      JOE       M        01/01/69     C                11/16/79     SM
MOHR        TINA               11/11/69     C                07/02/81     EMR
MORRIS      PATRICIA           10/30/68     C                03/05/80     PI
WILSON      PAUL               01/01/77     C                             VIB

                                              TOTAL PUPILS THIS REPORT:     11
```

Referred But Not Yet Classified Within Child Study Team

Step 1. On the Ad Hoc Reporting Screen, key in Field Number "44" (Classification Status Code) and depress the TAB KEY.

Step 2. In the From Value field, key in "R" and depress the TAB KEY three times.

Step 3. The cursor will now be in the Field Number field. Key in "64" (Team Identifier) and depress the TAB KEY.

Step 4. Depress the TAB KEY twice more. By skipping the From Value field, you have automatically selected all Child Study Teams. If you wish to report only one team, enter that Team Identifier as the From Value.

Step 5. The cursor should now be positioned in the Alternate Sequence field. Enter an "X" and depress the TAB KEY.

Step 6. Depress F1.

Step 7. After processing has completed, key either an S or L in the Function field and depress the TAB KEY.

Step 8. Key in a title, depressing the TAB KEY after each line.

Step 9. Depress F1. Your report will be printed.

```
     PUPILS REFERRED BUT NOT YET CLASSIFIED BY CHILD STUDY TEAM     PAGE    1

DATE: 11/22/82

          ----------------------------------------------------------
          |     SELECTION CRITERIA SPECIFIED FOR THIS REPORT       |
          |                                                        |
          |SPECIFIED                FROM         TO            SEQ|
          |FIELD NAME               VALUE        VALUE         FLD|
          |                                                       |
          |CLASSIFICATION STATUS    R                             |
          |CHILD STUDY TEAM ID                                 X  |
          ----------------------------------------------------------

          FIELD: CHILD STUDY TEAM ID         VALUE: 10

                                       BIRTH     STAT    60-DAY    CLASSIF    CLASSIF
         PUPIL                         DATE      CODE    DATE      DATE       CODE

ADAMS          ALLEN      A          11/11/62     R
BROWNE         CHARLES               01/01/64     R
GREEN          JOHN                  11/11/65     R

                                                          NUMBER OF PUPILS:      3
```

```
     PUPILS REFERRED BUT NOT YET CLASSIFIED BY CHILD STUDY TEAM     PAGE    2

DATE: 11/22/82

          FIELD: CHILD STUDY TEAM ID         VALUE: 20

                                       BIRTH     STAT    60-DAY    CLASSIF    CLASSIF
         PUPIL                         DATE      CODE    DATE      DATE       CODE

BENNETT        RANDY                 09/09/63     R
WILSON         PAUL                  01/01/77     R

                                                          NUMBER OF PUPILS:      2

                                                   TOTAL PUPILS THIS REPORT:      5
```

APPENDIX III

The 8200 Terminal

For those systems which have an 8200 terminal, there are several limitations on its use which must be noted.

- Highlighting will not appear on this terminal. Therefore, required fields and system messages will not be highlighted.
- You cannot start up from the 8200 terminal. You must do CLOCK and RUN from the 1550 terminal. Once you have the Primary Selection Menu on the 1550 screen, the 8200 may be used. The first thing that will appear on the 8200 screen is the message asking for your password.
- You cannot shut down from the 8200 terminal. When you are finished working on the 8200 terminal, you may enter an "X" on the Primary Selection Menu. The cursor will disappear but the Primary Selection Menu Screen will remain until an "X" is entered on the Primary Selection Menu Screen on the 1550 terminal.
- You may not leave the Special system from the 1550 terminal if it is still in use on the 8200 terminal. When you enter an "X" on the Primary Selection Menu Screen on the 1550, the screen will remain until an "X" is entered on the Primary Selection Menu Screen on the 8200 terminal.

Appendix B

PROJECT SPECIAL
COUNTY/STATE SYSTEM
USER'S GUIDE

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Pilot Version 1.1

December, 1982

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PROJECT SPECIAL
SCOPE

The process of meeting the administrative requirements for special education students is currently a time-consuming manual effort on the part of many New Jersey school districts. The PROJECT SPECIAL System was developed to assist school districts in the state of New Jersey to meet these requirements.

Under this project, ETS has developed and implemented PROJECT SPECIAL, run on fourteen Datapoint 1550 microcomputers placed in the various school districts, the Mercer County Superintendent's office, and the State Department of Education office.

PROJECT SPECIAL captures relevant administrative information pertaining to special education pupils, producing State-required reports, ad-hoc reports unique to the needs of each district, and mailing labels to be used for correspondence; and aggregates the pupil information for computer transmission from each district to the County Superintendent's office, and from there to the State Department of Education office.

PROJECT SPECIAL has been developed as a "user-friendly" system for use by special education personnel who may have little or no knowledge of computers or data processing. While some of the terminology used by PROJECT SPECIAL is, of necessity, computer-oriented, the vast majority of it is taken from the special education vocabulary. This should facilitate your understanding of the techniques and procedures detailed in this Guide.

START OF DAY PROCEDURE

The Project SPECIAL County/State System programs reside on a disk which is referred to as the System disk. Report datasets obtained from the various districts are to be placed on a separate disk which we will refer to as the District disk.

When you are ready to start the computer each day, follow these steps:

Step 1. Turn on the terminal and the printer.

Step 2. Open the diskette doors.

Step 3. Remove the protective jacket from the diskettes you will be using.

Step 4. Insert the SYSTEM diskette with the label side up in drive zero (the drive on the right). If this has been done properly, you will hear a little click.

Step 5. Close drive zero's door. This will BOOT the system. That is, Datapoint proprietary messages will appear on the display screen.

Step 6. After the word READY appears on the display screen, insert the desired District diskette in drive 1. If this has been done properly, you will again hear a little click.

Step 7. Close drive 1's door.

Step 8. Key the word CLOCK and depress the TAB key (↲).

Step 9. You will then be prompted to key today's date.
Month, day, and year must each be keyed as 2-digit numbers, separated by a slash, as follows:
    Month must be between 01 and 12 inclusive
    Day must be between 01 and 31 inclusive
    Year must be 82 or greater
    For example: 02/04/83

Step 10. Depress the TAB KEY.
If any keying error has been made, the computer will not allow you to proceed; you will have to rekey the date first.

Step 11. You will then be prompted to key the current time.
Hours and minutes must both be keyed as 2-digit numbers, separated by a colon, as follows:
    Hours must be between 00 and 24 inclusive
    Minutes must be between 00 and 59 inclusive.
    For example: 08:30 or 14:27

Step 12. Depress the TAB KEY.
If any keying error has been made, the computer will not allow you to proceed; you will have to rekey the time first.

Step 13. You will then be asked if you are sure the date and time you keyed are correct. You must key either the letter Y or N.

Step 14. Depress the TAB KEY.
If you keyed "N", indicating that the date and time are not correct, you must proceed back to Step 9 to rekey the date and time. Otherwise, if you keyed "Y", indicating that they are correct, the word READY will appear on the screen.

Step 15. Key the word RUN and depress the TAB key. The Project SPECIAL copyright screen will briefly appear, followed by the REPORT MENU SCREEN. You may then begin your day's computer activities.

END OF DAY PROCEDURE

When all of your computer activities have been finished for the day, follow these steps:

Step 1. Key the function code "X" on the REPORT MENU SCREEN and depress F1. This will cause the system's shutdown message to appear at the bottom left of an otherwise empty screen.

Step 2. Open drive zero's door and remove the SYSTEM diskette.

Step 3. Insert the SYSTEM diskette in its protective jacket and store it vertically in a safe place to avoid warp.

Step 4. Close drive zero's door. This will keep the drive free of dust.

Step 5. Open drive 1's door and remove the District diskette.

Step 6. Insert the District diskette in its protective jacket and store it vertically in a safe place.

Step 7. Close drive 1's door.

Step 8. Turn off the terminal and the printer.

NEVER TURN OFF THE TERMINAL AND PRINTER WITHOUT FIRST REMOVING THE DISKETTES.

IF, FOR ANY REASON, YOU DO NOT GO THROUGH THE NORMAL END OF DAY PROCEDURES AS DESCRIBED ABOVE (IF THERE IS A POWER FAILURE FOR EXAMPLE), THEN YOU MAY NOT BE ABLE TO RETRIEVE CERTAIN INFORMATION FROM THE COMPUTER. IN THIS CASE, YOU SHOULD FOLLOW THE STEPS DETAILED IN THE RECOVERY PROCEDURE SECTION OF THIS GUIDE.

SPECIAL KEYS ON THE KEYBOARD

The terminal keyboard contains five FUNCTION KEYS, labeled "F1", "F2", "F3", "F4", and "F5", and other keys which are not found on a standard typewriter keyboard. Some of them are used to perform particular computer functions which will help you with your tasks.

↵ - TAB KEY

The TAB KEY serves a dual purpose. While under the control of the Datapoint operating system, the TAB KEY is used to enter commands. For example, "CLOCK" and "RUN" are commands.

Once you have entered the SPECIAL system (the Report Menu Screen appears), the TAB KEY is used to position the cursor on the display screen. That is, after keying in a Function Code, depressing the TAB KEY causes the cursor to be positioned at the start of the File Name field. It simultaneously causes the computer to edit the keyed data for compliance with any keying rules which apply. If the keyed data does not comply with its edit rules, the cursor will not be positioned at the next data item. Rather, it will revert to the start of the current invalid data item so that you may key it again. When this occurs, a beep will sound and an error message will be displayed in reverse video at the bottom of the screen.

Also, if a particular piece of information is not going to be keyed, depressing the TAB KEY when the cursor is at that field causes the cursor to skip over that field and position itself at the start of the next keyable field.

"F1" - ACTION KEY

When you have finished keying data, by depressing F1 you are signalling the computer that you now wish the selected "action" to take place. For example, if you have selected the 60-Day Summary Report (Function Code "S"), when you depress F1, the computer will begin producing this report.

"F2" - TOP-OF-SCREEN KEY

Depression of the "F2" key causes the cursor to jump to the beginning of the very first keyable field at the top of that screen.

"F5" - INTERRUPT OR CANCEL KEY

After processing has begun, if for some reason you change your mind about producing the requested report, you may then interrupt the computer processing and cancel your current request by depressing the F5 key. When this key is depressed, an appropriate cancellation message will appear at the bottom of the Report Menu Screen and printing will cease. You may then select another function.

NO-OP(ERATION) KEYS

If the use of a particular function key has not been defined, then its depression causes no computer operation to take place.

OPERATING SYSTEM UTILITIES

There are three operating system utilities which you will find necessary and helpful to use. They are:

- Backup
- Communications
- Initializing Disks

A description of each will be given on the following pages together with detailed instructions on how to use them.

BACKUP

The Backup utility makes a duplicate copy of the entire contents of a disk. This is necessary since it may happen that the disk you are working with develops a defect and the computer will no longer be able to read it. At these times you must rely on your Backup disk.

Do not back up a System Disk onto a disk that had previously been used to back up a District disk and vice versa.

To back up your disks, follow these steps:

Step 1. Insert the System Disk into Drive 0 and close the door. Insert the backup disk in Drive 1.

Step 2. If you had not yet used the system that day, follow the Start of Day Procedure until "READY" appears on the screen.

If you have already set the Clock, exit from the SPECIAL system (selecting a function "X") and make sure READY appears on the screen (depress the RESTART and INT keys at the same time if it does not appear).

To back up the System disk using a new (unused) backup disk:

```
System:     READY

You key:              BACKUP :D0,:D1      depress TAB KEY ↲

System:     DOS.H VER 2.6 BACKUP COMMAND

            DRIVE 1 SCRATCH?

You key:              Y                   depress TAB KEY ↲

System:     ARE YOU SURE?

You key:              Y                   depress TAB KEY ↲

System:     INITIALIZATION FORCED TO OUTPUT DISKETTE!

            FILE REORGANIZATION?

You key:              N                   depress TAB KEY ↲

System:     COPY WITH INITIALIZATION

                      (several minutes)

        *   BACKUP COMPLETE
            NO ERRORS ENCOUNTERED
            DATAPOINT'S DOS.H 2.6
            READY
```

You may remove the backup disk and label it.

* If an error occurs, you will get a different message. See page 12 for explanation.

To back up the District disk using a new (unused) backup disk:

INSERT SYSTEM DISK IN DRIVE 0 AND BACKUP DISK IN DRIVE 1.

```
System:      READY

You key:               BACKUP :D0,:D1       depress TAB KEY ↵

System:      DOS.H VER 2.6 BACKUP COMMAND

             DRIVE 1 SCRATCH?

You key:               Y                    depress TAB KEY ↵

System:      ARE YOU SURE?

You key:               Y                    depress TAB KEY ↵

System:      INITIALIZATION FORCED TO OUTPUT DISKETTE!

             FILE REORGANIZATION?
```

REMOVE SYSTEM DISK. INSERT DISTRICT DISK TO BE COPIED IN DRIVE 0.

```
You key:               N                    depress TAB KEY ↵

System:      COPY WITH INITIALIZATION

                       (several minutes)

         *   BACKUP COMPLETE
             NO ERRORS ENCOUNTERED
             DATAPOINT'S DOS.H 2.6
             READY
             PUTIPL : D01
             WHAT?
```

You may remove the District disk and the backup disk. Label the backup disk.

* If an error occurs, you will get a different message.
See page 12 for explanation.

To back up the System disk using a previously used backup disk:

System: READY

You key: BACKUP :D0,:D1 depress TAB KEY ↵

System: DOS.H VER 2.6 BACKUP COMMAND

DRIVE 1 SCRATCH?

You key: Y depress TAB KEY ↵

System: ARE YOU SURE?

You key: Y depress TAB KEY ↵

System: DO YOU WANT TO INITIALIZE THE DISKETTE?

You key: N depress TAB KEY ↵

System: FILE REORGANIZATION?

You key: N depress TAB KEY ↵

System: DO YOU WANT THE OUTPUT COPY VERIFIED?

You key: Y depress TAB KEY ↵

System: DO YOU WANT TO COPY UNALLOCATED CLUSTERS?

You key: N depress TAB KEY ↵

```
System:       COPY WITH INTERLEAVED VERIFICATION PHASE

                        (several minutes)

          *   BACKUP COMPLETE
              NO ERRORS ENCOUNTERED
              DATAPOINT'S DOS.H 2.6
              READY
```

You may remove the backup disk and label it.

* If an error occurs, you will get a different message. See page 12 for explanation.

To back up the District disk using a previously used backup disk

INSERT SYSTEM DISK IN DRIVE 0 AND BACKUP DISK IN DRIVE 1.

System: READY

You key: BACKUP :D0,:D1 depress TAB KEY ↵

System: DOS.H VER 2.6 BACKUP COMMAND

DRIVE 1 SCRATCH?

You key: Y depress TAB KEY ↵

System: ARE YOU SURE?

You key: Y depress TAB KEY ↵

System: DO YOU WANT TO INITIALIZE THE DISKETTE?

You key: N depress TAB KEY ↵

System: FILE REORGANIZATION?

REMOVE SYSTEM DISK. INSERT DISTRICT DISK TO BE COPIED IN DRIVE 0.

You key: N depress TAB KEY ↵

System: DO YOU WANT THE OUTPUT COPY VERIFIED?

You key: Y depress TAB KEY ↵

System: DO YOU WANT TO COPY UNALLOCATED CLUSTERS?

You key: N depress TAB KEY ↵

```
System:       COPY WITH INTERLEAVED VERIFICATION PHASE

                          (several minutes)

          *   BACKUP COMPLETE
              NO ERRORS ENCOUNTERED
              DATAPOINT'S DOS.H 2.6
              READY
              PUTIPL : D01
              WHAT?
```

You may remove the District disk and backup disk. Label the backup disk.

* Note: If an error is detected, the following message will be displayed:

```
ERROR ON [READ/WRITE] DURING INITIALIZATION.
REORGANIZATION REQUIRED
```

Discontinue the Backup process at this time by depressing the RESTART and INT keys at the same time, then releasing them. Go back to Step 1 and use a different backup disk in Drive 1.

When an error is detected, part of the backup disk is marked as unusable. While you could continue, you may not be able to fit all the data from Drive 0 onto the output disk and attempting to continue may just be a waste of your time.,

COMMUNICATIONS

Whenever reports are to be transmitted from the districts to the County office or from the County to the State office using the communications facilities, one of the following procedures should be followed:

Procedure To Be Followed By The County To Obtain Files From Districts

After calling the district to make sure they are ready to send the report data, do the following:

Step 1. Make sure your modem is plugged in (the red "PWR" light will be "on").

Step 2. Insert the System Disk into Drive 0 and close the door. Insert the disk onto which you want the data written into Drive 1 and close the door.

Note: If you are using a blank disk in Drive 1, it must first be initialized. To do this, see Initializing Disks.

Step 3. If you have just turned the system on, follow the Start of Day Procedures, keying in the date and time. Wait for the message "READY" to appear on the screen.

If the system has been in use, make sure you are out of the Special System (key an "X" on the Report Menu). If "READY" does not appear, depress the RESTART and INT keys at the same time, then release them to obtain the "READY" message.

Step 4. Key in:

```
DPS15M
```

and depress the TAB KEY. The computer will come back with a message asking you for the telephone number you are going to call.

Step 5. Key in an asterisk followed by the telephone number (i.e., *734-1101) and depress the TAB KEY. The computer will respond:

```
COMMAND?
```

Step 6. Key in:

```
14
```

and depress the TAB KEY. A list of four options will appear.

Step 7. Key in:

```
3
```

and depress the TAB KEY. The computer will respond:

```
ENTER LIST
```

Step 8. Key in:

```
DAYREC/TXT          (to obtain the 60-Day Report file)
    or
PLANREC/TXT         (to obtain the Annual Plan Table 1 file)
```

and depress the TAB KEY. The cursor will move to the following line.

Step 9. Key in an asterisk (*) and depress the TAB KEY.

Step 10. The computer will then tell you to dial the number which you should proceed to do. You will hear one ring followed by a shrill tone. When you hear this tone, depress the middle white button labeled "DATA OH/RI", then hang up the telephone. The computer will respond:

```
COMMAND?
```

Step 11. Key in:

```
9
```

and depress the TAB KEY. The computer will then ask:

```
FILE NAME?
```

Step 12. Key in the file name you wish to give the report data followed by a colon and the designation of the disk drive on which you want the report data to be placed (Drive 1). For example, if you are obtaining the 60-Day Report from Princeton, you might key in:

```
PRINDAY/TXT:D1
```

Depress the TAB KEY. The computer will respond:

```
FILE NAME?
```

Step 13. Key in an asterisk (*) and depress the TAB KEY. Transmission will begin. When finished, the computer will display:

```
COMPLETED
COMMAND?
```

Step 14. Key in:

```
13
```

and depress the TAB KEY. The computer will respond:

```
PHONE #?
```

Step 15. If you have more report data to obtain, go back to Step 5 and enter the telephone number of the next district you wish to call.

If you have no more datasets to obtain from other districts, key in an asterisk (*) and depress the TAB KEY. When the word "READY" appears, you may remove the District Disk from Drive 1.

Note: You must depress the INT and RESTART keys before keying RUN to return to the SPECIAL system.

Procedure To Be Followed By The County Office To Send Files To The State Education Department

After calling the State to make sure they are ready to receive report data, do the following:

Step 1. Make sure your modem is plugged in (the red "PWR" light will be "on").

Step 2. Insert the System Disk into Drive 0 and close the door. Insert the desired District Disk into Drive 1 and close the door.

Step 3. If you have just turned the system on, follow the Start of Day Procedures, keying in the date and time. Wait for the message "READY" to appear on the screen.

If the system has been in use, make sure you are out of the Special System (key an "X" on the Report Menu). If "READY" does not appear, depress the RESTART and INT keys at the same time, then release them to obtain the "READY" message.

Step 4. Key in:

```
DPS15M
```

and depress the TAB KEY. The computer will come back with a message asking you for the telephone number you are going to call.

Step 5. Key in an asterisk (*) followed by the seven-digit telephone number and depress the TAB KEY. The computer will respond:

```
COMMAND?
```

Step 6. Key in:

```
14
```

and depress the TAB KEY. A list of four options will appear.

Step 7. Key in:

```
1
```

and depress the TAB KEY. The computer will respond:

```
ENTER LIST
```

Step 8. Key in the name of the file you are sending using the following format where XXXXXXXX represents the name you have given the file:

```
XXXXXXXX/TXT:D1
```

Depress the TAB KEY. The cursor will move to the following line.

Step 9. Key in an asterisk (*) and depress the TAB KEY.

Step 10. The computer will then tell you to dial the number which you should proceed to do. You will hear one ring followed by a shrill tone. When you hear this tone, depress the middle white button labeled "DATA OH/RI", then hang up the telephone receiver. The computer will respond:

```
COMMAND?
```

Step 11. Key in:

```
1
```

and depress the TAB KEY. The computer will then ask:

```
FILE NAME?
```

Step 12. Key in the same file name as you did in Step 8. (However, you should not key in the ":D1". For example, if you had previously keyed in SUMMARY/TXT:D1, this time you would key SUMMARY/TXT.). Depress the TAB KEY. The computer will again respond:

```
FILE NAME?
```

Step 13. Key in an asterisk (*) and depress the TAB KEY. Transmission will begin. When finished, the computer will display:

```
COMPLETED
COMMAND?
```

Step 14. Key in:

```
13
```

and depress the TAB KEY. The computer will respond:

```
PHONE #?
```

Key in an asterisk (*) and depress the TAB KEY. When the word "READY" appears, you may remove the District Disk from Drive 1.

Note: You must depress the INT and RESTART keys before keying RUN.

Procedure to be Followed by the State Education Department When Obtaining ReportsFrom the County Office

Whenever reports are to be transmitted from the County office using the communications facilities, the following procedure should be followed:

Step 1. Make sure your modem is plugged in (the red "PWR" light will be "on").

Step 2. Insert the System Disk into Drive 0 and close the door.

Step 3. Insert a disk into Drive 1 onto which the transmitted dataset will be placed. If this is a blank disk (never used before), it must first be initialized. To do this see Initializing Disks.

Step 4. If you had previously used the System Disk that day, depress the RESTART and INT keys at the same time, then release them to restart the system. Several lines of information will be displayed, followed by the message "READY".

If you had not yet used the system that day, follow the Start of Day Procedures, keying in the date and time. Wait for the message "READY" to appear on the screen.

Step 5. Depress the button labeled "(IN)ANS" on the modem (the first white button on the left).

Step 6. Key in:

```
DPS15S
```

and depress the TAB KEY. Shortly thereafter the telephone will ring. Do not answer it. Various messages will appear on the screen. Transmission has ended when the following messages appear:

```
COMPLETED
RELOADING DOS
READY
```

Step 7. Depress the INT and RESTART keys. You may then run the desired report.

INITIALIZING DISKS

New disks must be initialized before being used unless they are being used for backup. To initialize, the following procedure should be followed:

Step 1. Insert the System Disk into Drive 0 and close the door. Insert the new unused disk into Drive 1 and close the door.

Step 2. Key in:

```
DOSGEN :D1
```

and depress the TAB KEY. The following message will appear:

```
DO YOU REALIZE THAT THIS PROGRAM STARTS BY ERASING THE
DISKETTE IN :D1?
```

Step 3. Key in:

```
Y
```

and depress the TAB KEY. The computer will respond:

```
DO YOU MIND LOSING ANY FILES THAT MAY BE ON IT?
```

Step 4. Key in:

```
N
```

and depress the TAB KEY. The computer will ask:

```
ARE YOU SURE?
```

Step 5. Key in:

```
Y
```

and depress the TAB KEY. The computer will ask:

```
INITIALIZE SINGLE DENSITY DISKETTE TO DOUBLE DENSITY?
```

Step 6. Key in:

```
Y
```

and depress the TAB KEY. The computer will ask:

```
DO YOU WANT TO LOCK OUT ANY TRACKS?
```

Step 7. Key in:

```
N
```

and depress the TAB KEY. The system will proceed to initialize the disk. When this has finished, the following messages will appear:

```
END OF CHAIN.
PROGRAM CHAINING COMPLETED
DATAPOINT'S DOS.H 2.6
READY
```

You may then use the initialized disk.

PRODUCING REPORTS

The Report Menu Screen gives you the ability to select the following reports:

Monthly Notification Report--Time Extensions Beyond 60 Days
60-Day Summary Report
Annual Plan Table 1

For each report you will key in a Function Code followed by the name of the file needed to produce the report. Note that the programs have no way of knowing whether or not the file you have specified is the correct one to produce that particular report. You must be careful therefore to key in the correct file name or the resulting report may be meaningless.

To obtain the Monthly Notification Report

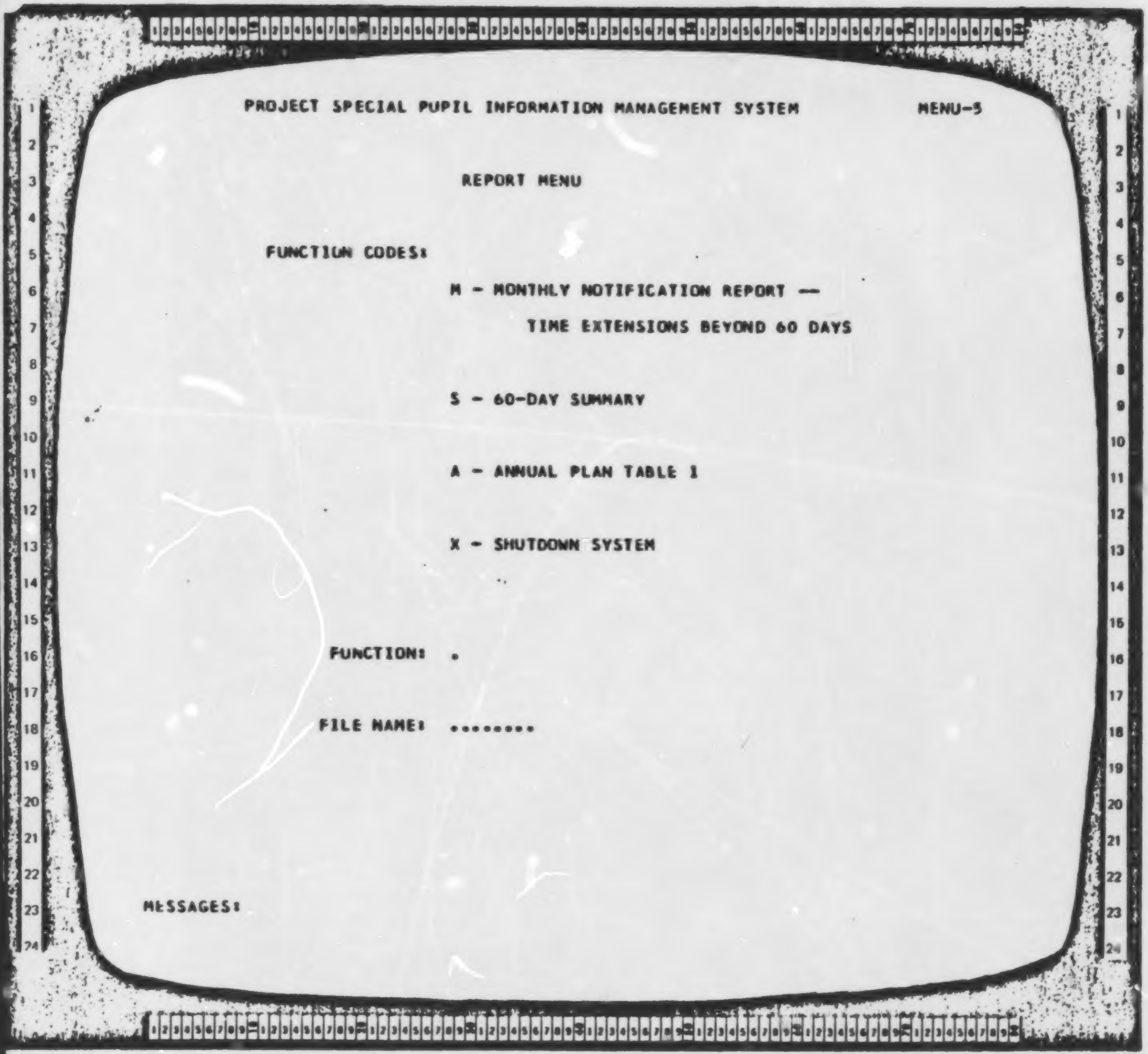
Follow these steps:

Step 1. Key the function code "M" in the field labeled "Function", then depress the TAB KEY.

Step 2. Key in the name of the file for the district report you wish to produce (for example, if you wish the 60-day report for Princeton, you might have called it PRINDAY), and depress F1.

Step 3. If the above steps were properly performed, the printer will begin producing the report. When finished, a message will be displayed at the bottom of the screen indicating that the function has been completed. You may then proceed to run another report or to end processing by entering the function code "X" and depressing F1.

TERMINAL DI Y



```
PROJECT SPECIAL PUPIL INFORMATION MANAGEMENT SYSTEM          MENU-5

                         REPORT MENU

       FUNCTION CODES:
                       M - MONTHLY NOTIFICATION REPORT --
                               TIME EXTENSIONS BEYOND 60 DAYS

                       S - 60-DAY SUMMARY

                       A - ANNUAL PLAN TABLE 1

                       X - SHUTDOWN SYSTEM


              FUNCTION: .

             FILE NAME: ........




MESSAGES:
```

22

NJDE 417-11 (9/80) MIS 05 D024

TO: OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

RE: MONTHLY NOTIFICATION REPORT OF TIME EXTENSIONS GRANTED FOR EVALUATIONS EXCEEDING 60 DAYS

COUNTY CODE: 12 DISTRICT CODE: 1234
COUNTY NAME: MERCER DISTRICT NAME: PRINCETON

THE FOLLOWING PUPILS, BECAUSE OF REASONABLE EXTENUATING CIRCUMSTANCES, HAVE EXCEEDED 60 DAYS FOR THE COMPLETION OF A COMPREHENSIVE EVALUATION LEADING TO A DECISION ON CLASSIFICATION. THIS LISTING INCLUDES PUPILS WHO WERE PREVIOUSLY GRANTED EXTENSIONS AND ARE STILL INCOMPLETE AS WELL AS THOSE CASES JUST GRANTED EXTENSIONS. (DUE IN THE COUNTY OFFICE BY THE FIFTH OF EACH MONTH.) [N.J.A.C. 6:28-1.6(B)]

NAME OF PUPIL			REASON FOR EXTENSION	NUMBER OF DAYS EXT'N GRANTED
SMITH	SALLY	S	SPECIALIZED EXAMINATION INCOMPLETE	030
DEMICCO	VINNIE	J	MEDICAL EVALUATION INCOMPLETE	030
JONES	RANDY		CST REPORTS INCOMPLETE	030
PULICE	TOM		PARENT OR PUPIL UNAVAILABLE	030
BROWN	JOHN		SPECIALIZED EXAMINATION INCOMPLETE	030
SMITH	MARY		PARENT OR PUPIL UNAVAILABLE	030
ALLEN	VIKKI		CST REPORTS INCOMPLETE	030
ROBINSON	JANE		CST REPORTS INCOMPLETE	030
BRIGGS	JAMES		MEDICAL EVALUATION INCOMPLETE	030
JAMES	DAVID		PARENT OR PUPIL UNAVAILABLE	030
LATHAM	JOSHUA		PARENT OR PUPIL UNAVAILABLE	030
MILANO	THERESA		SPECIALIZED EXAMINATION INCOMPLETE	030
MOHR	TINA		MEDICAL EVALUATION INCOMPLETE	030
MONARCH	KAREN		MEDICAL EVALUATION INCOMPLETE	030
QUINCE	DENISE		CST REPORTS INCOMPLETE	030
RICHARDS	MICHELLE		PARENT OR PUPIL UNAVAILABLE	030
ROSENKRANTZ	ELLEN		MEDICAL EVALUATION INCOMPLETE	030

FOR THE MONTH OF JANUARY

CHIEF SCHOOL ADMINISTRATOR: MR JOHNSON DATE: 12/03/82

To obtain the Annual Plan Table 1

Follow these steps:

Step 1. Key the function code "A" in the field labeled "Function", then depress the TAB KEY.

Step 2. Key in the name of the file for the district report you wish to produce (for example, if you wish the Annual Plan for Princeton, you might have called it PRINPLAN), and depress F1.

Step 3. If the above steps were properly performed, the printer will begin printing. Two reports will be printed:

- An Annual Plan Table 1 report containing all totals, with zeros appearing in all columns on the Gifted and Talented line (since gifted and talented pupils are not captured by the system).
- A second copy of the Annual Plan Table 1 report with the linex for Gifted and Talented and Total Other left blank. In this way you may insert the Gifted and Talented numbers using a typewriter and arrive at the correct Total Other numbers by adding the Gifted and Talented numbers to the totals on the first copy of the report.

Step 4. When the printer has finished printing, a message will be displayed at the bottom of the screen indicating that the function has been completed. You may then proceed to run another report or to end processing by entering the function code "X" and depressing F1.

19 - 1984
ANNUAL PLAN
FOR THE
EDUCATION OF ALL HANDICAPPED CHILDREN

COUNTY: MERCER CODE: 12 DISTRICT/AGENCY: HOPEWELL CODE: 1234

TABLE 1
HANDICAPPED AND OTHER PUPILS RECEIVING SPECIAL EDUCATION AND RELATED SERVICES ON DECEMBER 1, 1982
UNDUPLICATED COUNT

CATEGORY	REGULAR CLASS			SPECIAL CLASS			SEPARATE SCHOOL			OTHER ENVIRONMENT			TOTAL
(A)	AGE 3-5 (B)	AGE 6-17 (C)	AGE 18-21 (D)	AGE 3-5 (E)	AGE 6-17 (F)	AGE 18-21 (G)	AGE 3-5 (H)	AGE 6-17 (I)	AGE 18-21 (J)	AGE 3-5 (K)	AGE 6-17 (L)	AGE 18-21 (M)	(N)
HANDICAPPED													
01 EDUCABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
02 TRAINABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
03 AUDITORILY HANDICAPPED-HARD OF HEARING	0	1	0	0	1	0	0	0	0	0	0	0	2
04 AUDITTORILY HANDICAPPED-DEAF	0	0	0	0	1	0	0	1	0	0	0	0	2
05 VISUALLY HANDICAPPED-PARTIALLY SIGHTED	0	0	0	0	1	0	0	0	0	0	0	0	1
06 VISUALLY HANDICAPPED-BLIND	0	0	0	1	1	0	0	0	0	0	0	0	2
07 DEAF-BLIND	0	0	0	0	2	0	0	0	0	0	0	0	2
08 COMMUNICATION HANDICAPPED	0	0	0	1	2	0	0	0	0	0	0	0	3
09 ELIGIBLE FOR SPEECH CORRECTION	0	2	2	0	0	0	0	0	0	0	0	0	4
10 EMOTIONALLY DISTURBED	0	0	0	0	2	2	0	0	0	0	0	0	4
11 ORTHOPEDICALLY HANDICAPPED	0	1	0	0	2	0	0	1	1	0	0	0	5
12 NEUROLOGICALLY IMPAIRED	0	0	0	0	2	0	0	1	0	0	0	0	3
13 PERCEPTUALLY IMPAIRED	0	0	0	1	1	3	0	0	0	0	0	0	5
14 CHRONICALLY ILL	0	0	0	0	2	0	0	0	0	0	1	0	3
15 MULTIPLY HANDICAPPED	0	0	0	0	2	1	0	0	0	0	0	0	3
16 TOTAL HANDICAPPED	0	4	2	3	21	8	0	3	1	0	1	0	43
OTHER													
17 SOCIALLY MALADJUSTED	0	0	0	0	3	0	0	0	0	0	0	0	3
18 ELIGIBLE FOR DAY TRAINING	0	0	0	0	0	0	0	3	0	0	0	0	3
19 GIFTED AND TALENTED	0	0	0	0	0	0	0	0	0	0	0	0	0
20 CLASSIFIED PUPILS RECEIVING SPEECH	0	0	0	2	4	0	0	0	0	0	0	0	6
21 TOTAL OTHER	0	0	0	2	7	0	0	3	0	0	0	0	12

1983 1984
ANNUAL PLAN
FOR THE
EDUCATION OF ALL HANDICAPPED CHILDREN

COUNTY: MERCER CODE: 12 DISTRICT/AGENCY: HOPEWELL CODE: 1234

TABLE 1
HANDICAPPED AND OTHER PUPILS RECEIVING SPECIAL EDUCATION AND RELATED SERVICES ON DECEMBER 1, 1982
UNDUPLICATED COUNT

CATEGORY (A)	REGULAR CLASS AGE 3-5 (B)	AGE 6-17 (C)	AGE 18-21 (D)	SPECIAL CLASS AGE 3-5 (E)	AGE 6-17 (F)	AGE 18-21 (G)	SEPARATE SCHOOL AGE 3-5 (H)	AGE 6-17 (I)	AGE 18-21 (J)	OTHER ENVIRONMENT AGE 3-5 (K)	AGE 6-17 (L)	AGE 18-21 (M)	TOTAL (N)
HANDICAPPED													
01 EDUCABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
02 TRAINABLE MENTALLY RETARDED	0	0	0	0	1	1	0	0	0	0	0	0	2
03 AUDITORILY HANDICAPPED-HARD OF HEARING	0	1	0	0	1	0	0	0	0	0	0	0	2
04 AUDITORILY HANDICAPPED-DEAF	0	0	0	0	1	0	0	1	0	0	0	0	2
05 VISUALLY HANDICAPPED-PARTIALLY SIGHTED	0	0	0	0	1	0	0	0	0	0	0	0	1
06 VISUALLY HANDICAPPED-BLIND	0	0	0	1	1	0	0	0	0	0	0	0	2
07 DEAF-BLIND	0	0	0	0	2	0	0	0	0	0	0	0	2
08 COMMUNICATION HANDICAPPED	0	0	0	1	2	0	0	0	0	0	0	0	3
09 ELIGIBLE FOR SPEECH CORRECTION	0	2	2	0	0	0	0	0	0	0	0	0	4
10 EMOTIONALLY DISTURBED	0	0	0	0	2	2	0	0	0	0	0	0	4
11 ORTHOPEDICALLY HANDICAPPED	0	1	0	0	2	0	0	1	1	0	0	0	5
12 NEUROLOGICALLY IMPAIRED	0	0	0	0	2	0	0	1	0	0	0	0	3
13 PERCEPTUALLY IMPAIRED	0	0	0	1	1	3	0	0	0	0	0	0	5
14 CHRONICALLY ILL	0	0	0	0	2	0	0	0	0	0	1	0	3
15 MULTIPLY HANDICAPPED	0	0	0	0	2	1	0	0	0	0	0	0	3
16 TOTAL HANDICAPPED	0	4	2	3	21	8	0	3	1	0	1	0	43
OTHER													
17 SOCIALLY MALADJUSTED	0	0	0	0	3	0	0	0	0	0	0	0	3
18 ELIGIBLE FOR DAY TRAINING	0	0	0	0	0	0	0	3	0	0	0	0	3
19 GIFTED AND TALENTED													
20 CLASSIFIED PUPILS RECEIVING SPEECH	0	0	0	2	4	0	0	0	0	0	0	0	6
21 TOTAL OTHER													

To Obtain the 60-Day Summary Report

The 60-Day Summary Report program produces two reports:

- A Summary of 60-Day Evaluation Extensions which totals the number of extensions granted for each of the reasons for all districts for a month.
- A list of Pupils Granted Additional 60-Day Evaluation Extensions which lists all pupils having been granted extensions more than once.

You may either create a new Summary of 60-Day Evaluation Extensions as well as the list of Pupils Granted Additional 60-Day Evaluation Extensions or you may obtain a printed copy of previously created versions of these reports. This can be done as follows:

Step 1. Key the function code "S" (60-Day Summary) in the Function field, then depress the TAB KEY.

Step 2. Key in the name of the file you wish, based on the following:

- To print a previously created Summary of 60-Day Evaluation Extensions, key in the File Name "SUMMARY".
- To print previously created lists of Pupils Granted Additional 60-Day Evaluation Extensions, key in the File Name "LIST".
- To create a new Summary and List, key in the name of the 60-Day Report district file you wish to process.

Then depress F1.

Step 3. If the above steps were properly performed, processing will begin. If file names SUMMARY or LIST had been given, the selected report will begin printing. When finished, a message will be displayed at the bottom of the screen indicating that the function has completed. You may then proceed to select another function. If a district file name was entered, the list of Pupils Granted Additional 60-Day Evaluation Extensions will begin printing.

Step 4. When the report has finished printing, the following message will be displayed at the bottom of the screen:

```
READY FOR NEXT DISTRICT FILE
```

The cursor will again be positioned in the File Name field. You may proceed to key in the name of the file for the next district you wish to be included in the summary.

Step 5. After all district 60-Day Report files have been processed that you wish included in the Summary Report, when the

READY FOR NEXT DISTRICT FILE

message appears, depress the TAB KEY.

Step 6. A message will then be displayed at the bottom of the screen asking you to key in the name of the Supervisor of Child Study on the following line. When you have keyed in the name, depress F1. The report will begin to be printed.

Step 7. When the report has finished printing, a message will be displayed at the bottom of the screen indicating that the function has completed. You may then proceed to select another function.

SUMMARY OF
60 DAY EVALUATION EXTENSIONS

THE FOLLOWING NUMBER OF EXTENSIONS WERE RECEIVED BY MERCER COUNTY DURING THE MONTH OF NOVEMBER .

REASONS FOR EXTENSION	NUMBER OF CASES
CTS REPORTS INCOMPLETE	4
MEDICAL EVALUATION INCOMPLETE	1
SPECIALIZED EXAMINATIONS INCOMPLETE	0
PARENT OR PUPIL UNAVAILABLE	2
OTHER	2
TOTAL	9
RANGE OF THE NUMBER OF DAYS EXTENDED	10 - 90
NUMBER OF DISTRICTS REPORTING	1

DATE: 12/13/82 SUPERVISOR OF CHILD STUDY: F MONARCH

PUPILS GRANTED ADDITIONAL 60-DAY EVALUATION EXTENSIONS
DURING THE MONTH OF FEBRUARY

COUNTY CODE: 12 DISTRICT CODE: 1234
COUNTY NAME: MERCER DISTRICT NAME: PRINCETON

PUPIL NAME			NUMBER OF TIMES EXTENDED
BRIGGS	JAMES		3
BROWN	JOHN		3
DEMICCO	VINNIE	J	3
JAMES	DAVID		4
JONES	RANDY		4
LATHAM	JOSHUA		2
LAWRENCE	EDWARD		3
MILANO	THERESA		4
MOHR	TINA		4
QUINCE	DENISE		4
ROBINSON	JANE		4
ROSENKRANTZ	ELLEN		2
SMITH	MARY		2
SMITH	SALLY	S	3
WOLFE	ANNA		2

NUMBER OF PUPILS = 15

PAGES 31 AND 32 WILL BE SUPPLIED AT A LATER DATE

SYSTEM MESSAGES

	Messages	Definitions
001	DATA NOT VALID -- PLEASE CORRECT	The entry did not pass the editing checks either because what was keyed was not acceptable or because it was left blank when an entry was required.
003	REQUESTED FUNCTION COMPLETE -- READY FOR NEXT REQUEST	Control has been passed back to this function from another. This message will only appear on menu screens.
004	REQUIRED INFORMATION MISSING — PLEASE ENTER	The user has not entered data in a required field.
005	FUNCTION CANCELLED AT USER REQUEST	The user has depressed F5.
006	DEPRESS F1 TO PROCEED	To accomplish the desired function, you must depress F1.
012	CHAIN FILE ERROR — CONTACT SUPERVISOR	These messages may appear under several conditions: o A disk is in a drive incorrectly o Data on the disk has been damaged o There is a hardware problem Do the following: 1. Check all disks to see that they are inserted in the drives correctly and try the procedure again. 2. If it still does not run, try the procedure using your backup disks. 3. If there is still a problem, call for assistance.
015	CONTROL FILE ERROR — CONTACT SUPERVISOR	

SYSTEM MESSAGES (Continued)

Messages	Definitions
019 FILE NOT FOUND	The program has attempted to read a file which it cannot find. Either the wrong name was given, or the wrong disk has been inserted.
021 PRINTER NOT TURNED ON	Processing cannot proceed until the printer is turned on.

Appendix C

PROJECT SPECIAL PHONE LOG

	Date	District		Date	District
1.	10/19/82	East Windsor	27.	11/5/82	Princeton
2.	10/19/82	Ewing	28.	11/5/82	Trenton
3.	10/19/82	East Windsor	29.	11/5/82	Hamilton
4.	10/20/82	Ewing	30.	11/11/82	Princeton
5.	10/20/82	Sypec Center	31.	11/12/82	Trenton
6.	10/20/82	Hamilton	32.	11/12/82	Trenton
7.	10/20/82	Lawrenceville	33.	11/29/82	Trenton
8.	10/20/82	West Windsor	34.	12/2/82	Trenton
9.	10/20/82	West Windsor	35.	12/6/82	Lawrenceville
10.	10/21/82	Princeton	36.	12/21/82	East Windsor
11.	10/21/82	County Office	37.	12/21/82	Lawrenceville
12.	10/21/82	Washington	38.	12/22/82	Princeton
13.	10/21/82	Sypec Center	39.	12/22/82	Trenton
14.	10/21/82	Trenton	40.	1/4/83	East Windsor
15.	10/21/82	Ewing	41.	1/4/83	County Office
16.	10/21/82	Princeton	42.	1/5/83	County Office
17.	10/21/82	Lawrenceville	43.	1/11/83	County Office
18.	10/21/82	Trenton	44.	1/11/83	State Office
19.	10/22/82	Washington	45.	1/11/83	Hopewell
20.	10/25/82	Trenton	46.	1/12/83	East Windsor
21.	10/29/82	MCSSSD*	47.	1/13/83	East Windsor
22.	11/1/82	County Office	48.	1/13/83	Princeton
23.	11/3/82	Sypec Center	49.	1/14/83	Princeton
24.	11/3/82	Sypec Center	50.	1/14/83	East Windsor
25.	11/3/82	Trenton	51.	1/17/83	Princeton
26.	11/3/82	East Windsor	52.	1/17/83	Lawrenceville

*Mercer County Special Services District

PROJECT SPECIAL PHONE LOG

	Date	District
53.	1/18/83	Hopewell
54.	1/18/83	East Windsor
55.	1/18/83	Hamilton
56.	1/19/83	Hopewell
57.	1/19/83	County Office
58.	1/19/83	East Windsor
59.	1/19/83	Lawrenceville
60.	1/20/83	East Windsor
61.	1/20/83	Lawrenceville
62.	1/20/83	Hopewell
63.	1/20/83	Washington
64.	1/21/83	East Windsor
65.	1/21/83	Trenton
66.	1/21/83	Hopewell
67.	1/21/83	Princeton
68.	1/25/83	West Windsor
69.	1/25/83	Ewing
70.	1/27/83	East Windsor
71.	1/27/83	Princeton
72.	1/27/83	Lawrenceville
73.	1/28/83	Trenton
74.	2/1/83	East Windsor
75.	2/1/83	County Office
76.	2/2/83	Trenton
77.	2/3/83	West Windsor
78.	2/3/83	County Office
79.	2/3/83	Lawrenceville
80.	2/3/83	Hopewell
81.	2/3/83	East Windsor
82.	2/3/83	Washington
83.	2/3/83	Ewing
84.	2/3/83	East Windsor
85.	2/4/83	County Office
86.	2/4/83	Lawrenceville
87.	2/4/83	Hamilton
88.	2/4/83	East Windsor
89.	2/7/83	Sypec Center
90.	2/7/83	Princeton
91.	2/8/83	Sypec Center
92.	2/8/83	Washington
93.	2/8/83	Ewing
94.	2/8/83	Ewing
95.	2/9/83	Hamilton
96.	2/9/83	Hamilton
97.	2/9/83	Ewing
98.	2/9/83	Hopewell
99.	2/10/83	Princeton
100.	2/10/83	East Windsor
101.	2/10/83	Lawrenceville
102.	2/10/83	Lawrenceville
103.	2/10/83	Lawrenceville
104.	2/10/83	West Windsor

PROJECT SPECIAL PHONE LOG

	Date	District
105.	2/15/83	East Windsor
106.	2/15/83	Princeton
107.	2/15/83	Hopewell
108.	2/16/83	East Windsor
109.	2/16/83	Hopewell
110.	2/22/83	Sype
111.	2/22/83	East Windsor
112.	2/23/83	Trenton
113.	2/23/83	Trenton
114.	2/23/83	County Office
115.	2/23/83	Washington
116.	2/24/83	East Windsor
117.	2/24/83	East Windsor
118.	2/24/83	Trenton
119.	2/24/83	County Office
120.	2/24/83	County Office
121.	2/24/83	Washington
122.	2/25/83	County Office
123.	2/25/83	Hopewell
124.	2/25/83	Hopewell
125.	2/25/83	Trenton
126.	2/28/83	County Office
127.	2/28/83	Hamilton
128.	2/28/83	MCSSSD

PROJECT SPECIAL SITE VISIT LOG

	Date	District
1.	10/22/82	Washington
2.	10/22/82	Hamilton
3.	11/12/82	Trenton
4.	11/19/82	Trenton
5.	11/22/82	Trenton
6.	11/23/82	Trenton
7.	12/2/82	East Windsor
8.	12/6/82	Ewing
9.	12/7/82	East Windsor
10.	12/9/82	Princeton
11.	12/16/82	Hopewell
12.	12/20/82	County Office
13.	1/3/83	County Office
14.	1/5/83	Washington
15.	1/6/83	Ewing
16.	1/7/83	Ewing
17.	1/7/83	County Office
18.	1/7/83	N.J. Department of Ed.
19.	1/10/83	Trenton
20.	1/11/83	Trenton
21.	1/18/83	Hopewell
22.	1/31/83	East Windsor
23.	1/31/83	Hamilton
24.	2/24/83	Sypec Center